

## ***ARLINGTON PUBLIC SCHOOLS***

*In accordance with the provisions of the Massachusetts General laws, Chapter 30A, Section 20, notice is hereby given for the following meeting of the:*

***Arlington School Committee  
Standing Subcommittee: Facilities  
Wednesday, January 8, 2025  
5:00 PM***

### ***In Person:***

*Arlington Public Schools District Office  
14 Mill Brook Drive  
Superintendent's Office, 2nd Floor  
Arlington, MA 02476*

### ***Via Zoom:***

*<https://us02web.zoom.us/j/86803482701?pwd=54YrAB464xUfHyg0rlzaTEs9teMH1.1>*

*Meeting ID: 868 0348 2701  
Passcode: 064532*

*Open Meeting (J. Thielman)*

*Approval of June 11, 2024 Meeting Minutes*

- *DRAFT Meeting Minutes - June 11, 2024*

*Tech and Space Plan*

- *Facilities Subcommittee Presentation*

*Ottoson SOI*

*MSBA Survey*

*Capital Projects Update (playgrounds, etc.)*

- *School Capital*

*Discussion of Institute for Human Centered Design Report (2019)*

- *ADA Self Assessment Transit*

*New Business*

*Adjournment (J. Thielman)*

*The listings of matters are those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.*

*Stated times and time amounts, listed in parenthesis, are the estimated amount of time for that particular agenda item. Actual times may be shorter or longer depending on the time needed to fully explore the topic.*

*Submitted by Jeff Thielman*

Massachusetts law requires all open session meetings of public bodies to be accessible to members of the public, including those with disabilities. If you need reasonable accommodations in order to participate in the meeting, contact the Administrative Assistant to the Arlington School Committee Liz Diggins at [ediggins@arlington.k12.ma.us](mailto:ediggins@arlington.k12.ma.us).



## **Town of Arlington, Massachusetts**

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### **Meeting Location - Hybrid**

#### **Summary:**

#### **In Person:**

Arlington Public Schools District Office  
14 Mill Brook Drive  
Superintendent's Office, 2nd Floor  
Arlington, MA 02476

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Meeting ID: 868 0348 2701  
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## **Town of Arlington, Massachusetts**

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**Open Meeting (J. Thielman)**





## Town of Arlington, Massachusetts

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### Approval of June 11, 2024 Meeting Minutes

#### Summary:

- DRAFT Meeting Minutes - June 11, 2024

#### ATTACHMENTS:

Type	File Name	Description
▢ Minutes	DRAFT_Meeting_Minutes_-_June_11__2024.pdf	DRAFT Meeting Minutes - June 11, 2024

**Arlington School Committee**  
**Facilities Subcommittee Meeting, June 11, 2024**

**-DRAFT Minutes-**

**Attendance**

**Subcommittee members:** Jeff Thielman (Chair), Liz Exton, Kirsi Allison-Ampe, M.D.

**District administration:** Elizabeth Homan, Ph.D. (Superintendent), Weslie Etienne Pierre (Director of Communications and Family Engagement),

**Town administration:** Robert Behrent (Director of Facilities, Town of Arlington), Chuck Newman (Supervisor, Building Maintenance), Steve Angelo (Director of Transportation), Patricia Shephard (Chief Information Officer)

Mr. Thielman called the meeting to order at 4:02 p.m. The meeting took place in-person.

The minutes of the November 3, 2023, meeting were approved. 2-0. Motion by Liz Exton, second by Jeff Thielman.

Below is a summary of the discussion under each agenda item.

**Ottoson Middle School bus**

Transportation Director Steve Angelo explained that there is one stop for the Ottoson Middle School bus, located on Broadway, with a 8:10 a.m. pick up each school day. The bus service began in February during the 2023-24 school year and will be continued starting in September, at the start of the new school year. Mr. Angelo explained that it's not practical to add any more stops because that will make it challenging for the bus to arrive at school on time.

Ms. Pierre explained that the fee for the bus is pro-rated based on free/reduced lunch eligibility. Mr. Angelo said that 38 students signed up for the bus service, and attendance varied; sometimes students found other ways to get to school. Keep the current bus running. Subcommittee members asked about the bus's capacity, and Mr. Angelo said school buses have a 44-student maximum.

**Instructional Environment & Technology Plan (IETP)**

Under Initiative 3.1 (Inclusive and Modern Spaces and Operations) of the Strategic Plan, the district has a goal of developing an Instructional Environment and Technology Plan (IETP) and team to review technology and spaces and identify professional development needs. Dr. Homan explained that in 2023-24, pursuant to this initiative, the district leadership team got staff from different departments in the same room to discuss school spaces, including the technology that should inhabit each of our spaces in the Arlington Public Schools. The goal is to create spaces that are conducive to deeper learning, including flexible seating. The conversations focus on what teachers will teach and how they will teach it. The 2024-25 milestone for this initiative is to begin to implement the Environment and Instructional

Technology plan and implement professional learning. The additional funding allocated for this work is as follows:

- Year 1 (2023-24): \$100,000
- Year 2 (2024-25): \$100,000
- Year 3 (2025-26): \$400,000
- Year 4 (2026-27): \$500,000
- Year 5 (2027-28): \$500,000

Patricia Shephard, Arlington's Chief Information Officer, gave a presentation on IT Device Inventory and Assessment. She began by explaining the district's current state:

- Since 2022-23 school year, her department has done a formal inventory of all devices used by APS students.
- The department implemented an asset management system in April of 2024.
- The current K-8 budget for student devices is \$400,000 per year.
- AHS has started a 1:1 device program from building project funds. There are 1600 new devices; the capital planning budget includes \$100K in capital for renewals (300 devices for FY25).

Ms. Shephard reviewed the costs per device for Chromebooks and iPads and shared the difference between the district's request to the capital planning committee and the budget approved:

FY25 Capital Request	FY25 Capital Approved
\$575K for K-8	\$400K
\$140K for AHS	\$100K

She then shared multi-year projections for new devices. The total need in FY25 for K-8 students is \$1,203,900, well beyond the \$400K budget. The high school's need is \$332K, over the amount allocated by the Town's Capital Planning Committee.

Dr. Allison-Ampe asked if the district could purchase devices that last four years. Ms. Shephard said that was difficult to do because multiple students use the devices. Dr. Homan said that the district does a juggling act every year to find enough money for technology.

Dr. Allison-Ampe asked for break/fix numbers that will impact the budget for both AV equipment and chrome books.

The subcommittee agreed that a next step would be for this information to be shared with the budget subcommittee. Dr. Homan noted that the district has to submit FY26 capital planning requests by September.

Ms. Shephard then discussed the district's audio-visual needs per school. The top priorities are as follows:

- Hardy – bring remaining classroom AV technology up to standard (21 classrooms, estimated cost = \$95K)
- Ottoson – upgrade all 70 classrooms. Estimated cost = \$315K.
- Bishop – upgrade all classrooms to standard (22 classrooms, estimated cost = \$100K)

- Dallin – upgrade all classrooms to standard (22 classrooms, estimated cost = \$100K)

### **Brackett Playground**

Rob Behrent, Director of Facilities, explained that the project budget for the new playground is \$800K. The bids total \$920K; bids are within budget for the construction of the playground, but not within budget for the equipment. There is a \$120K deficit for equipment. In addition, the project has an add/alternate of \$77K for a rubber surface that is in addition to the \$920K cost.

Mr. Behrent clarified that the old playground is still up. Dr. Homan stated that the district is considering options. She will look at the building revolving fund to see if funds are available. An option is also to start construction, including the surface material, basketball court, and outdoor classroom and then look at phasing options to stay within budget.

Mr. Behrent noted that the capital budget has funds to replace exterior doors at the Brackett; an option would be to delay the door replacement and use those funds to complete the playground renovation.

### **Moving staff to Maple Street**

Dr. Homan stated that Town has space available at Town said we need space. Showed us space on the third floor of 27 Maple Street, a building owned by the town that houses several departments. She is considering moving the Payroll department to that space because it is a department that serves both the Town and the School Department.

The cost to rent the space would be \$15K per year. Some renovations will be needed to the space. A concern is the long-term impact of the \$15K per year on the district's budget.

Dr. Homan said she will decide on whether to move the payroll department to Maple Street soon.

### **Building capacity for air conditioning**

Mr. Behrent presented reports evaluating the HVAC and electrical systems evaluation at Hardy, Thompson, and Bishop elementary schools. Dallin is fully air conditioned and is the benchmark for other schools (though it is not fully electric).

Mr. Behrent said his top priority is to go to bid soon to replace and install new HVAC equipment at the Thompson School to make the building air conditioned. He said the budget for the project is \$900K. If the bid happens soon, the project could be completed by the spring of 2025.

The department will work on design packages for the Hardy and Bishop schools with a hope to go to bid in 2026 and 2027.

### **Leaks at the Ottoson Middle School**

Chuck Newman, Building Maintenance supervisor, said that Sean Daley, who works for the Town and is a professional roofer, is working on the roof at the Ottoson Middle School. Over the course of this school year, he has done many repairs to the roof, and the majority have been corrected. Mr. Thielman noted that the subcommittee received a report from a teacher about a leak in a classroom, and Mr. Newman said that he has not seen any requests come to his attention.

Mr. Behrent said the Ottoson roof is challenging to repair because it is hard to get under air handler and solar panels to make repairs. The maintenance team may need to remove solar panels to make repairs.

### **Bishop Envelope**

Mr. Behrent said that the facilities department has capital funds to repair leaks at Bishop school. There are leaks in the windows and façade, and a need to make repairs on the front lawn. Repairs are anticipated to be completed this summer (summer 2024).

Dr. Allison-Ampe said she recalled repairs being made to the Bishop envelope at some point in the past several years. Mr. Behrent said he has no record of repairs to Bishop in the two years he has been in Arlington. He said Sean Daley from his team did not feel the Bishop roof needed replacing. He said there are leaks, which are being repaired.

Mr. Behrent said he is now using “Asset Essentials,” Computerized Maintenance Management software.

### **Facilities Department organizational chart**

Mr. Behrent distributed the chart to the subcommittee.

### **Motion to Adjourn**

At 5:16 p.m., Ms. Exton moved to adjourn the meeting. Second by Dr. Allison-Ampe. The motion was approved unanimously.



## Town of Arlington, Massachusetts

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### Tech and Space Plan

#### Summary:

- Facilities Subcommittee Presentation

#### ATTACHMENTS:

	Type	File Name	Description
▢	Presentation	Facilities_Sub_Committee_Meeting_(2).pdf	Facilities Subcommittee Update

# Facilities Subcommittee Update

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Prepared by Lettie Carswell, Dan Anderson,  
and Matt Coleman



Arlington Public Schools  
Education That Empowers

# Setting the Stage - Vision Statement

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Arlington Public Schools  
Education That Empowers

The vision of the Arlington Public Schools is to be an equitable educational community where all learners feel a sense of **belonging**, experience **growth and joy**, and are **empowered** to shape their own futures and contribute to a better world.



# Setting the Stage - Strategic Plan

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Arlington Public Schools  
Education That Empowers

The Arlington Public Schools will maintain a system of schools that is **safe, well-maintained, sustainable, and fiscally responsible, with the appropriate tools and resources to support best educational practices and an optimum teaching and learning environment.**

# Project Goal



Arlington Public Schools  
Education That Empowers

The purpose of the plan is to serve as a **comprehensive communication tool** for both internal stakeholders and the broader community. It draws from our Five-Year Strategic Plan, our vision for inclusive spaces, and the developing vision of Deeper Learning for all students to unify the facilities plan and the technology plan. The plan **outlines key priorities, operational details, and a strategic roadmap to ensure APS students and staff have the necessary conditions and resources for success.** Over the next five years, it aims to address anticipated needs in critical areas, including environmental sustainability in facilities, furniture and equipment refresh cycles, temperature control and HVAC improvements, and enhanced accessibility. **A central focus is enabling teachers to create flexible and inclusive learning environments that support diverse student needs.**

# Report Sections



Arlington Public Schools  
Education That Empowers

## Instructional Vision

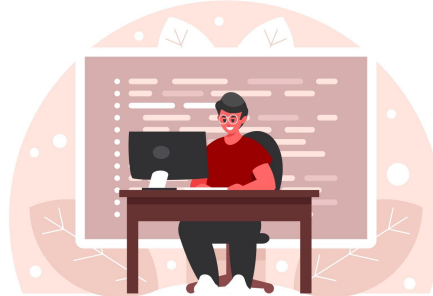
Our vision is to aim for all Arlington learners to learn in inclusive, modern facilities with effective spaces, technology with efficient operations.

## Technology

Our Goal is to empower students and teachers to use technology to support learning and problem-solving in a safe and responsible manner.

## Facilities

Our Goal is to create spaces where our students and staff can learn and teach efficiently and effectively.



# Team Members

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Arlington Public Schools  
Education That Empowers

Liz Homan - Superintendent

Matt Coleman - Director of Data, Research, and accountability

Fran Gorski - Finance and Operations

Patricia Sheppard - CIO (Town and School)

Dan Sheehan - School Facing Tech Lead

Alison Elmer - Asst. Super of Student Services

Kim Visco - APS Wellness Director

Jing-Huey Wei - Performing Arts Director

Sindhu Revuluri - Community Member

Lettie Carswell - Arlington High School Junior

# We aim to cover several topics



Arlington Public Schools  
Education That Empowers

## For these topics, as appropriate, we'll explore:

- What needs do we anticipate over ~ 5 years?
- What would it take to meet those needs?
- How can we set up a regular refresh cycle for anticipated cyclical costs (eg: classroom furniture), in order to even out annual expenses?

### Technology

Individual-Level Tech

Classroom and  
Place-Based Tech

### Facilities

Environmental  
Sustainability

Furniture

Climate Control/HVAC

Inclusive Accessibility

# Examples of Technology Needs



Arlington Public Schools  
Education That Empowers

## Individual



- Teacher Laptops
- Student Chromebooks

## Classroom- & Place-Based



- Classroom Projectors
- Gym or Cafetorium AV

# Examples of Facilities Needs



Arlington Public Schools  
Education That Empowers

## Sustainability



- Items identified in town plans

## Furniture



- Classroom Furniture (updates and regular replacements)

## Temperature Control



- Cooling in Core Areas

## Inclusive Accessibility



- Studies and Capital Improvements for Various Student Needs

# Next Steps



Arlington Public Schools  
Education That Empowers

- Today: Hear feedback from Facilities Subcommittee
- January: Synthesize collected data
- January: Complete a narrative draft of the plan
- January 23: Meet with Working Group
- January-February: Continue developing section details
- January-February: Identify stakeholder groups and gather feedback on draft
- February-April: Cycles of revision
- February-April: Continuously develop actual and projected budgets



# Questions for the Committee

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Arlington Public Schools  
Education That Empowers

- As we seek to anticipate these needs and possible solutions, what context would be helpful to provide?
- What can we do to make this plan/report as useful as possible, as a public-facing communication?
- What questions about our facilities and technology in particular does this bring to mind for you, which you might hope that we would address?
- What other feedback do you have to guide this work?



Arlington Public Schools  
Education That Empowers

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**Questions and/or Comments?**



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## Town of Arlington, Massachusetts

Ottoson SOI



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## **Town of Arlington, Massachusetts**

**MSBA Survey**



## **Town of Arlington, Massachusetts**

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### **Capital Projects Update (playgrounds, etc.)**

#### **Summary:**

- School Capital

#### **ATTACHMENTS:**

Type	File Name	Description
▯	Backup Material Facilities_Attachment_-_R._Jefferson.pdf	School Capital

School Capital FY25

HARDY	ROOF RENOVATION	FY20	302,822.50	Hardy roof documents are all done by PAC consulting which is now out of business. Have hired context to do design and bidding. Hoping to have out on street for construction bids within the month. Construction of roof would be summer 2025 if possible.
	ROOF RENOVATION	FY23	360,400.00	
	ROOF RENOVATION	FY25	600,000.00	
			1,263,222.50	
PEIRCE	INTERIOR REPAIRS	FY23	100,000.00	Met with principle on 10/8/24. Asked if Pierce space needs were ok. He said he was all set.
OTTOSON	GYM DIVIDER	FY24	13,089.00	Gym divider complete. Looking at remaining funding and needs.
	PA SYSTEM	FY24	43,219.42	Looking at VOIP integration and other schools. Estimates back from vendors. Need to coordinate and hope to move forward asap
GIBBS	DRAINAGE	FY23	100,000.00	Drainage has had minor repairs. Need to see if problem still exists. No water issues in lobby area since repairs
	CLASSROOMS	FY24	91,500.00	Meeting with W&S on 10/16/24 on site to review schematic plan and discuss issues with suggested plan. W&S reported back that design cost would exceed \$30,000 and would need to go out for bid. They also said that project would probably exceed allocated funds. Need to get RFQ out for design/engineering services. With delay concerned about getting project done summer of 2025.
	CLASSROOMS	FY25	250,000.00	
BRACKETT	EXTERIOR REPAIRS	FY25	150,000.00	Have had door consultant out to review known issues and give report on other needed exterior repairs. Continues to be water leaks from Clock tower. Had company out over winter break and found many defects in caulking and windows. Will wait until report comes back before proceeding to put RFQ out so as to prioritize repairs based on funding.
BISHOP	ENVELOPE	FY22	1,084.07	Looking to use up FY22 money on exterior repairs.
	ROOF RENOVATION	FY24	1,450,000.00	Roof documents are ready for final bid to be done by Socotec. RFQ for roof replacement going out for bid this winter. Construction summer 2025
BISHOP	EXTERIOR REPAIRS	FY25	500,000.00	There is much needed exterior repairs to windows and masonry. Have a report on exterior from 2020 done by Russo Barr. Wondering if we could tie the roof and exterior repairs together with Socotec roof ?? Estimate for design/bid/CA at \$100,000. Need to go out to bid for design architect. Could delay project and may not get construction bid out in time for summer 2025 construction. Still working to move project forward for this year.
BISHOP	INTERIOR RENOVATION	FY25	350,000.00	Interior repair design done by Audrey O'Hagan. We have scaled back design to reduce scope of project to reduce cost. Going out to bid this winter for construction summer 2025.
AHS & OTTOSON COMMUNICATION UPGRADES	RADIO EQUIPMENT	FY24	58,808.84	Radio upgrades to continue with repeater systems in 4 more schools similar to HS and OMS. Also Purchase an additional 21 operation radios. This work will be done now. Remaining four schools to be done next summer 2025 if capital funds available.
	RADIO EQUIPMENT	FY25	15,000.00	
STRATTON	INTERIOR RENOVATION	FY25	400,000.00	Working with principle to construct new office for principle. Dividing conference room in two and adding split unit. Construction during winter break. Facilities will GC project. Estimated cost below \$100K. Project 95% complete. Wrapping up this month.
ALL SCHOOLS	BOILER	FY25	100,000.00	Mike Powderly working to put out RFQ to replace failing boiler at Dallin.
ALL SCHOOLS	SECURITY UPDATES	FY25	50,000.00	American Alarm pricing out Cameras for Bishop and Brackett. Only two schools with out cameras. Will schedule one school for this winter break based on school request. Brackett cameras installed during winter break. Complete. Bishop cameras to be done either with interior remodel or security funding summer 2025 if capital approved
ALL SCHOOL SOLAR	SOLAR ARRAY	FY25	348,000.00	Working with Talia for Solar array on schools. Recommending Bishop and Hardy with new roofs. One FY25 and one FY26. Hope to bid this winter and construction next summer. If both roofs are done summer of 2025 will try to move forward with both solar arrays if funding available
ALL SCHOOL RTU	RTU UPGRADES	FY25	300,000.00	Mike Powderly has specs with BLW to replace RTUs that are out of service at Brackett and Hardy. Bidding in November for construction in the spring. RTUs to be replaced this spring with ARPA funding. This Capital funding to be used for HVAC upgrades.
ALL SCHOOL FIRE	ALARM SYSTEM	FY25	300,000.00	We have vendor doing specs and pricing for Hardy FA system replacement. Construction next summer or sooner. Still waiting on design and quote estimates
ALL SCHOOL	WEATHERIZATION PROJECT	FY25	84,800.00	Talia working with energy company for projects at Hardy and Bishop. Any left over money to be used in schools with issues. Most of these projects have been or are scheduled to be done this winter.
THOMPSON	GENERATOR UPGRADE	FY25	70,000.00	Mike Powderly has specs to replace generator. Going out to bid this month. Still waiting to get RFQ out to bid. But this should be done this spring.
ARPA				
23201921-582043 iCHOOL HVAC DESIGN			30,600	Paid BLW Engineering December 2024 (ARPA)
23201923-582041	HARDY HVAC		203,000	Contract awarded to Snowden to replace RTU. Construction April 2025 - ARPA funded
23201923-582042	BRACKETT HVAC		274,000	Contract awarded to Snowden to replace RTU. Construction April 2025 - ARPA funded
23201921-582010 ARPA HVAC DEISGN			201,880	Paid December 2024 - ARPA
23201924-578087 IEPA FILTERS SCHOOL			99,989	All Schools Hepa filter - ARPA funded



## Town of Arlington, Massachusetts

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### Discussion of Institute for Human Centered Design Report (2019)

#### Summary:

- ADA Self Assessment Transit

#### ATTACHMENTS:

	Type	File Name	Description
▢	Presentation	ADA_SelfAssessment_Transit.pdf	ADA SelfAssessment Transit



## Town of Arlington, Massachusetts

### PART A – Executive Summary Self- Evaluation and Transition Plan

November 2019

Prepared by the



200 Portland Street, First Floor  
Boston, MA 02114  
617.695.1225 voice/tty  
[www.IHCDesign.org](http://www.IHCDesign.org)



## **Part A – Executive Summary**

### **Introduction**

The Institute for Human Centered Design (IHCD) has prepared this report on behalf of the Town of Arlington as part of the Town’s on-going effort to assess the current level of ADA compliance in programs, services and activities and Town-owned facilities. In preparing for this report, IHCD teams surveyed the Town’s portfolio of facilities and properties that were included in the Request for Proposal.

The set includes 27 public buildings – including four (4) public safety buildings, 12 public school facilities, two (2) libraries, two (2) facilities managed by the Arlington Redevelopment Board, one (1) cemetery building, one (1) Recreation Department facility, and five (5) Town-owned buildings. The accessibility survey of those facilities includes all the spaces where the Town offers programs, services and activities to members of the public.

Outdoor facilities were surveyed in 2014 and there is a previous self-evaluation report for the Recreation Department. The accessibility survey of those spaces covered 33 recreation facilities and encompassed elements such as accessible routes, walking surfaces, slopes, picnic tables, play areas and recreational areas. Some recreation facilities were resurveyed this year as part of the survey of the public school facilities. Sidewalks, ramps, curbs and street trees were evaluated and a report was issued in 2015. Pedestrian push buttons and pedestrian ramps were evaluated and a report entitled “Town wide Pedestrian Push Button and Pedestrian Ramp Inventory” was issued in 2017. The work from the referenced reports has been reviewed and incorporated into the complete town self-evaluation and prioritized by importance especially through the lens of your primary ADA responsibility to ensure program accessibility. In the case of the Town public rights of way, that is both access to programs, services and activities in public buildings but also to places of public accommodation.

IHCD submitted separate reports for each new facility that was surveyed. To assist in prioritizing accessibility improvements to ensure compliance with the ADA Title II, each of the facility reports include an overview that identifies the most substantial accessibility issues and order of magnitude cost estimates for corrective action. Additionally, a detailed catalog that supplements the ADA Self-Evaluation narrative overview is also included. The catalog provides element-by-element photos of compliance issues, location and measurements – when applicable – at each assessed facility accompanied by recommendations and cost estimation for each accessibility issue.

In addition, a spreadsheet of priorities for corrective action organized by type of building and including order-of-magnitude costs was provided to the Town. When the Town presents findings and recommendations to the community and receives feedback, some recommendations may need cost adjustment. These spreadsheets are a capital planning and budgeting tool – the “*ADA Transition Plan*” and is intended as a long-term tool to update as work is completed. The Town should make a good effort to complete the work in a reasonable time (IHCD assumes a five to eight-year period). Together, the ADA Self-Evaluation and ADA Transition Plan will enable the Town to make substantial progress in meeting its ADA responsibilities. The recommendations for corrective action on policies and procedures of the ADA Self-Evaluation are not included in the ADA Transition Plan since that is limited to capital accessibility issues. But they are a blueprint for meeting compliance responsibilities other than capital expenses and action is expected quickly.

IHCD also submitted a complete assessment of the Town’s policies, practices and procedures.

The ADA administrative requirements help ensure that the needs of people with disabilities are addressed in all services, programs and activities that the Town operates.

See the complete summary in *Part B – Evaluation of Non-Discriminatory Policies and Practices in Programs, Services and Activities* report.

A complete website accessibility report that provides information about website accessibility issues and recommendations for corrective measures was also submitted.

Most Town-owned facilities recently altered or renovated are substantially accessible and meet most architectural requirements. Continued facility alterations, and/or renovations will significantly reduce barriers and realize the Town’s commitment to inclusion and equal rights. In the meantime, the greatest problems posed by existing barriers can be ameliorated by establishing policies and procedures to accommodate members of the community with disabilities. It is worth noting that the Town has taken several significant steps in this direction:

- The Town of Arlington has hired a consultant (IHCD) to undertake its ADA self-evaluation (as basis for the Town’s Transition Plan).
- The Town of Arlington has an ADA Coordinator in place.
- The Town’s Employee Handbook mentions equal opportunity (posted on the Town’s web site)

IHCD's review and recommendations of the Town-owned facilities was based on compliance with the 2010 ADA Standards if not compliant with the 1991 ADA Standards and/or 521 CMR of the Massachusetts Architectural Access Board. Best practice and inclusive design recommendations were also provided for each property. Inclusive design recommendations include elements that are *not* required in the accessibility standards but may create enhanced experiences for all users.

Many key facilities generally usable by people with disabilities but are not in full compliance with current accessibility requirements. The Town Hall and Annex, for instance, provides access to many programs and can be accessed by most people because the building features largely accessible toilet rooms, and has accessible routes through the building. Yet some of the key areas such as the auditorium have accessibility issues. The auditorium lacks accessible spaces and an assistive listening system. In addition, a large portion of service counters in the building lack a compliant 36-inch high portion, a key component to access some of the services provided by the Town. The Robbins Library is another example of a facility that provides access to most programs, yet the facility lacks an assistive listening system in the Community Room and fully accessible toilet rooms, which many individuals with mobility disabilities require.

The Town may comply with the requirements of Title II of the ADA through means such as reassignment of programs or services to accessible buildings or delivery of services at alternate accessible sites. The Town may also comply with the requirements by renovation or alteration of existing facilities and/or construction of new facilities, or any other methods that result in making the Town's services, programs or activities readily accessible to and usable by individuals with disabilities. Note that a public entity is not required to make structural changes in existing facilities where other methods are effective in achieving compliance with this section.

In choosing among available methods for meeting the requirements of the ADA, the Town of Arlington shall give priority to those methods that offer services, programs, and activities to qualified individuals with disabilities in the most integrated setting appropriate.

In order to comply with the program accessibility obligations the Town of Arlington should consider:

1. Relocation of its programs, services and activities within current facility

Often the simplest solution is for the Town to use what it already has in place. IHCD strongly

recommends the relocation of programs, services and activities to accessible locations within the facility.

2. Relocation of its programs, services and activities to another facility

When it is not possible to relocate them within the current facility, program, services, and activities should be relocated to an accessible facility.

3. Renovation/alteration of its facilities to ensure access to programs, services and activities

The Town may consider the renovation of its facilities to ensure that the programs, services and activities are offered in the most integrated setting possible.

Note that any corrective actions needed to ensure program accessibility must comply with the requirements of the 2010 ADA Standards and/or 521 CMR.

Furthermore, when doing alteration/renovation, keep in mind that an alteration that decreases the accessibility of a building below the requirements for new construction at the time of the alteration is prohibited.

To determine which buildings must be made accessible, the Town should consider:

- How to provide the program in the most integrated setting appropriate;
- The locations where the activities are offered;
- Which facilities are accessible and to what extent.

**Key Recommendations for the Building Facilities:**

- Ensure there is an accessible route from all arrival points to those areas in the building where the programs, services and activities are provided. Three (3) facilities have no accessible route into the building: Jarvis House, the Spy Pond Field House and the Fox Branch Library.
- If parking is provided, ensure fully accessible parking spaces are provided.
- Ensure that fully accessible toilet rooms are provided in the building. Where it is

technically infeasible to provide accessible multi-user toilet rooms provide an accessible single-user toilet room in the same area as the existing multi-user toilet rooms.

- Ensure that where the programs, services or activities are offered there is a sufficient number of accessible features (accessible counters, accessible work surfaces, etc.). Particular attention should be given to the Town Hall and Annex, Robbins Library and the Community Safety Center, where key programs are being offered to the community.
- If audible communication is integral to the use of the space, provide a compliant assistive listening system.  
This should be a priority at the Community Room in the Robbins Library and the Town Hall Auditorium.
- Ensure that those features of facilities and equipment that are required to be readily accessible to and usable by persons with disabilities are maintained in operable working condition (e.g., elevators or automatic door openers). The automatic door opener to the Community Room in the Community Safety Building was not functioning.

#### **Key recommendations for the Public Schools:**

- Ensure that fully accessible toilet rooms are provided in each building. As mentioned before, where it is technically infeasible to provide accessible multi-user toilet rooms provide an accessible single-user toilet room in the same area as the existing multi-user toilet rooms.

In unique rooms such as a nurse's room, ensure that a fully accessible toilet room is provided. This includes maintaining the clear floor space at all fixtures free of any storage.

- Ensure that accessible sinks (with knee and toe clearance) are provided in at least one classroom per grade. If accessible sinks are already provided, ensure they have pipes that are insulated against contact.
- Ensure accessible work surfaces are provided in at least one classroom per grade. Furthermore, ensure that specialized classrooms (e.g., labs, art rooms etc.) all have accessible work surfaces.

- Ensure that all elements in the classrooms are within reach range (e.g., emergency showers).

When looking at outdoor facilities, the Town of Arlington needs to ensure that a sufficient number of locations are accessible. For instance, Arlington offers a variety of experiences at its parks/outdoor areas e.g., playgrounds, picnic areas, playing fields, beaches access, etc. The Town needs to make sure that a sufficient number of each type of these facilities is accessible. In determining “sufficient” number, consideration should be given to proximity to the different neighborhoods in the Town. The Town also needs to keep in mind that each unique program needs to be accessible.

The Town should ensure that privately owned and/or operated facilities on Town property are in compliance with the ADA so as to enable the Town to meet its Title II obligations.

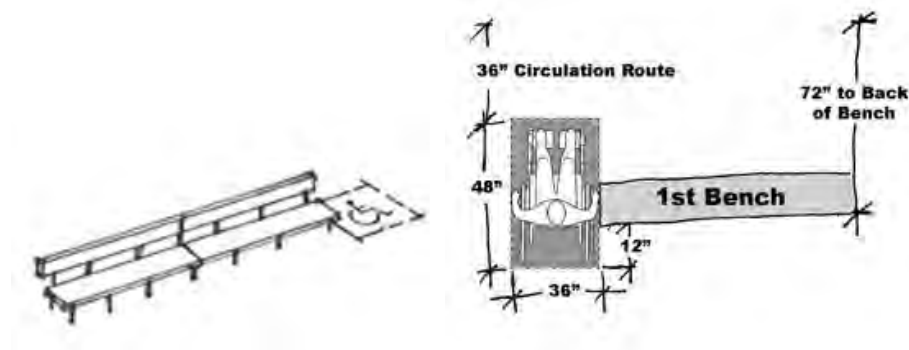
Arlington has some excellent amenities such as the raised planting bed at Gibbs School. IHCD recommends the Town use in other locations to ensure that people with disabilities can participate in all outdoor programs.



Raised planting bed at Gibbs School

### **Key Recommendations for the Outdoor Facilities:**

- Ensure there is an accessible route to all elements in the park/outdoor space (baseball fields, basketball courts, playgrounds, picnic areas, toilet facilities, etc.).
- Ensure there is a clear floor space adjacent to the bench at team seating areas and spectator seating areas at the baseball fields, basket courts, etc:



Left: diagram for team seating. Right: Diagram for spectator seating shows shoulder alignment between the wheelchair user and person seated on the bench.

- Ensure that accessible routes are provided to and around playgrounds; in addition, ensure that an accessible route is provided in the play area to all play components.

A few of the playgrounds have engineered wood fiber (EWF) as surface. Note that the Massachusetts Architectural Access Board (MAAB) does not consider engineered wood fiber (EWF) to comply with its regulation requiring an accessible route to and around playground equipment.

A good example are the playgrounds at Thompson Elementary School, where accessible routes are provided to and around the playgrounds:



Thompson Elementary School

The image below shows Magnolia Field playground. An accessible route is provided around the playground, however a 60-inch minimum accessible route to each play component in the playground is not provided. The pink lines show a proposed accessible route.



Magnolia Field Playground

- Ensure that a certain number of amenities (at least 5%) in the parks/outdoor spaces are accessible (e.g., picnic tables, service counters at concession stands, etc.).
- At parks with beach access (including the Arlington Reservoir Beach), ensure that accessible routes are provided to the normal recreation water level (lakes, ponds and reservoirs) or the high tide level (tidal beaches).





## Town of Arlington, Massachusetts

### PART B – Evaluation of Non-discriminatory Policies & Practices in Programs, Services & Activities

November 2019

Prepared by the



200 Portland Street, First Floor  
Boston, MA 02114  
617.695.1225 voice/tty  
[www.IHCDesign.org](http://www.IHCDesign.org)

## **Part B – Evaluation of Non-discriminatory Policies & Practices in Programs, Services & Activities**

### **Introduction**

In an effort to provide and maintain compliance with the American with Disabilities Act, the Town of Arlington contracted with the Institute for Human Centered Design (IHCD) to undertake a comprehensive assessment of its policies, practices and procedures as well as its facilities to determine compliance with the requirements of the Americans with Disabilities Act (ADA). The review and recommendations provided in this assessment also go beyond strict compliance assessment to recommend enhancements to current conditions that would result in a more usable, inclusive and welcoming environment for members of the Arlington community.

Information about corrective action will include recommendations based on Title II of the ADA as well as recommended '*best practices*' for each aspect that requires action.

The assessment included non-discrimination in policies, practices and procedures for all of the Town's programs, services and activities including those related to effective communication and policies, practices and procedures relative to employment.

Corrective action is needed in policies and procedures to create written policies that would ensure the Town of Arlington's compliance with applicable laws. In addition, the Town may wish to consider making a commitment to a more accessible website to address issues identified by the Website Accessibility and Usability review. Choosing to make the website completely accessible would make it available to site visitors who use assistive technology such as screen readers as well as to website visitors with a mix of other functional limitations. The website is also a valuable asset in communicating the Town's commitment to equal opportunity for people with disabilities through a clear statement and contact information for the ADA Coordinator. It can also provide a helpful opportunity to share information about accessible routes to reaching the Town's programs and activities including meetings as well as requesting effective communication or modification of policies.

This report summarizes IHCD's findings of ADA Title II compliance. The information pertinent to this assessment was obtained by an on-line ADA questionnaire developed by the Institute for Human Centered Design (IHCD) and submitted by 16 Departments from the Town of Arlington, from the Town's website, the Gibbs and Ottoson School and Elementary School Handbooks, the Disability Commission feedback and the Town of Arlington Employee Handbook. This mix of sources constitutes

the basis for this compliance assessment report. It is clear that the Town understands its obligations under Title II of the ADA but additional steps are necessary to ensure that people with disabilities enjoy the same opportunities to participate in its programs, services and activities as Arlington residents without disabilities.

## Analysis

Title II of the ADA prohibits discrimination on the basis of disability. Specifically, Title II requires that:

No qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any public entity (28 CFR Part 35.130 (a)).

This report is divided into sections where these requirements apply. Each section includes the applicable citation from Title II of the ADA; IHCD's summary of findings after reviewing answers from the ADA questionnaire and information from the website. It also includes IHCD's recommendations for the Town of Arlington to implement.

### 1 - Designation of Responsible Employee

Title II of the ADA makes clear that a public entity must designate a responsible employee and adopt grievance processes.

A public entity that employs 50 or more persons shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under this part, including any investigation of any complaint communicated to it alleging its noncompliance with this part or alleging any actions that would be prohibited by this part. The public entity shall make available to all interested individuals the name, office address, and telephone number of the employee or employees designated pursuant to this paragraph. (28 CFR Part 35.107 (a)).

Title II provides little specific guidance for implementing this requirement but the primary role of the designated employee, also called the ADA Coordinator, is making sure that the Town is in compliance with the requirements.

### Finding

The Town of Arlington is currently in the process of designating a new ADA Coordinator. Christine Bongiorno, the Director of Health and Human Services will be designated as the new ADA Coordinator.

## Recommendations

The Town should consider clarifying for its entire community and Town employees the name and scope of responsibilities of the ADA Coordinator. Highlighting this information will improve compliance and make for more efficient operations with respect to the needs of members of the public with disabilities.

Furthermore, clarification on the ADA Coordinator will:

- Make it easier for the Town to be proactive in meeting the needs of members of the public with disabilities;
- Help the Town to develop and articulate a clear vision and mission with regard to members of the public with disabilities;
- Reduce confusion and improve the Town's day-to-day operations with respect to members of the public with disabilities;
- Permit employees to respond more quickly to needs as they arise because they have a primary contact for addressing these needs;
- Build in-house expertise and capacity;
- Prevent confusion and help ensure that candidates for employment, employees and the public have a clear understanding of their responsibilities and rights under the ADA.

## **2 – Grievance Procedures**

Title II of the ADA requires a public entity to adopt an adequate grievance process.

A public entity that employs 50 or more persons shall adopt and publish grievance procedures providing for prompt and equitable resolution of complaints alleging any action that would be prohibited by this part. (28 CFR Part 35.107 (b))

## Findings

From the responses submitted by staff, it does not appear that the Town has a formal written Grievance Procedure policy. Moreover, it is not clear if staff in all departments is aware of their ADA obligation and the process for meeting the requirement for grievance procedures. The majority of departments responded that 'I do not believe we have any ADA Grievance Procedures.' Others have

written: ‘We have no procedures that I am aware of,’ ‘I am not aware of any grievance procedures at this time,’ ‘don’t know, not sure,’ ‘we have not implemented any’ and ‘none at this time.’

### Recommendations

The Town should take steps to adopt and clarify its grievance process regarding members of the public.

IHCD recommends:

- Provide an ‘ADA Compliance’ link on the Town’s website home page directly to the Grievance Procedure form and state the commitment to provide copies in accessible formats upon request.
- The Grievance Procedure should provide a two-step review process that allows for appeal; and include a reasonable time frames for review and resolution of the grievance.
- Ensure good record keeping for all complaints submitted and documentation for steps taken towards resolution.
- Distribute the Grievance Procedure to all department heads, and post copies of it in noticeable locations in each of the Town’s public buildings.
- Ensure Town’s employees and the public are aware of the Grievance Procedure process and can provide information to members of the public about the process when appropriate.
- Ensure the complete contact information for the ADA Coordinator including name, address, email and phone number is included in the Grievance Procedure.

[See attachment #1]

### **3 – Notice**

Title II of the ADA requires that public entities notify participants of its non-discrimination policies:

A public entity shall make available to applicants, participants, beneficiaries, and other interested persons information regarding the provisions of this part and its applicability to the services, programs, or activities of the public entity, and make such information available to them in such manner as the head of the entity finds necessary to apprise such persons of the protections against discrimination assured them by the Act and this part. (28 CFR Part 35.106)

## Findings

From the responses submitted by staff it seems that, the Town of Arlington does not have a uniform policy regarding the posting of ADA Non-Discrimination Notices for members of the public. Responses from Town departments include: 'I do not believe they are,' 'I actually don't know – I will start looking' and 'Not sure about this.'

## Recommendations

The Town should adopt a Notice of Non-Discrimination policy to comply with the ADA Title II that states that public entities shall take initial steps to notify program/service participants, beneficiaries and employees of its obligations:

- Publish the Notice in all the materials distributed by the Town; post the Notice on the Town's website home page and post copies in public locations in the Town's buildings.
- Distribute the Notice to all department heads. Copies should also be provided to any person upon request.
- Include the ADA Coordinator's name, address, telephone number and email address on materials and publications that contain general information disseminated to staff and members of the public.

[See attachment #2]

## **4 - Reasonable Modification of Policies, Practices and Procedures**

Title II of the ADA requires state and local governments to modify its policies when necessary to avoid discrimination:

*A public entity shall make reasonable modifications in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the public entity can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity. (28 CFR Part 32.130 (b)(7))*

## Findings

From most of the responses submitted by staff it seems that not all departments are aware of reasonable modification policies. There is no evidence that the Town was unable to provide a reasonable modification. However, there is no evidence on the Town website that a reasonable modification policy exists.

## Recommendations

The Town should develop written policies and procedures to ensure compliance with the ADA.

IHCD recommends:

- Arlington should ensure that Town's employees can provide information to members of the public about the process of requesting reasonable modification of policies when appropriate.
- Arlington should also ensure that the form for requesting reasonable modifications of policies is in the Town's website, and state the commitment to provide copies in accessible formats upon request.
- Include the ADA Coordinator's name, address, telephone number and email address on materials and publications that contain general information disseminated to staff and members of the public.

## **5 – Eligibility Criteria**

A Title II entity may not impose eligibility criteria that may prevent a person with a disability from participating in its programs, services or activities:

A public entity shall not impose or apply eligibility criteria that screen out or tend to screen out an individual with a disability or any class of individuals with disabilities from fully and equally enjoying any service, program, or activity, unless such criteria can be shown to be necessary for the provision of the service, program, or activity being offered. (28 CFR Part 35.130 (8)).

This requires that ADA Title II entities may not impose eligibility criteria that either screen out or tend to screen out persons with disabilities, unless it can show that such requirements are necessary for the provision of the service, program or activity.

## Findings

Some departments responded to the online questionnaire indicating that they have eligibility criteria such as age, residency, and minimum qualifications.

These requirements are necessary for the provision of the service, program or activity, and permitted under the ADA.

## **6 – Employment and Reasonable Accommodation**

Title II of the ADA prohibits discrimination on employment on the basis of disability:

No qualified individual with a disability shall, on the basis of disability, be subjected to discrimination in employment under any service, program, or activity conducted by a public entity. (28 CFR Part 35.140 (a)).

This requires that ADA Title II entities make reasonable accommodation to qualified employees with disabilities. Reasonable accommodation may include modifying work schedules, job restructuring, and making facilities used by employees readily accessible to employees with a disability.

Note that the requirements of Title I of the ADA, as established by the regulations of the Equal Employment Opportunity Commission in 29 CFR Part 1630, apply to employment in any service, program, or activity conducted by a public entity if that public entity is also subject to the jurisdiction of ADA Title I. (28 CFR Part 35.140 (b)(1)).

### Findings

From the responses from the ADA questionnaire, there is no evidence that the Town has failed to provide reasonable accommodation to its employees. All department heads that responded stated that they have policies regarding reasonable accommodation policies in place. However no policy was submitted to IHCD. The Employee Handbook from 2015 that was submitted and the web site <https://www.arlingtonma.gov/departments/human-resources/for-employees> did not include a reasonable accommodation policy.

There is a policy in the Employee Handbook from 2015 that was submitted and the web site <https://www.arlingtonma.gov/departments/human-resources/for-employees> that mentions equal opportunity.

### Recommendations

- Ensure that materials and publications that contain general information disseminated to the Town's employees include information on the requirements of reasonable accommodation under the ADA.
- On the Town Manager's page, update the information on who to contact regarding the reasonable accommodation request.
- IHCD recommends that the Town of Arlington employees familiarize themselves with the excellent free national resource from the Job Accommodation Network (<https://askjan.org>).

[See attachment #3]



## 7 – Effective Communication through Auxiliary Aids and Services

Title II entities are required to provide appropriate auxiliary aids and services to ensure “effective communication” with people with disabilities. This obligation applies to all members of the public with disabilities including job applicants, program participants and people who are seeking information about the Town’s programs, services or activities. Specifically, Title II requires that:

A public entity shall take appropriate steps to ensure that communications with applicants, participants, members of the public, *and companions with disabilities* are as effective as communications with others. (28 CFR Part 35.160 (a)).

Auxiliary aids and services are devices or services that enable effective communication for people who have vision, hearing, or speech disabilities (communication disabilities), use different ways to communicate. The type of auxiliary aid or service necessary to ensure effective communication will vary in accordance with the length and complexity of the communication involved (e.g., a query at a service counter in the Town Offices, a meeting, a job description).

The obligation to communicate effectively with people who have disabilities applies to the presentation and exchange of information in all forms including sound, print, graphics and voice.

Furthermore, this requirement may include but is not limited to providing sign language interpreters, telephone handset amplifiers, Telecommunication Devices for Deaf persons (TDD’s), note takers, written materials for persons who are deaf or hard of hearing or transcripts, braille, digital or audio information for persons who are blind or have difficulty seeing.

The decision about what auxiliary aid is appropriate should evolve from a consultation between the ADA Title II entity (Town of Arlington) and individuals with disabilities wherever possible to ensure effective communication. In many cases, more than one type of auxiliary aid or service may make effective communication possible. While consultation is always strongly encouraged to achieve effective communication, the Town of Arlington and all public entities are required to give primary consideration to the requests of individuals with disabilities. The Effective Communication obligation does not require the Town to take any action that would result in a fundamental alteration in the nature of its services, programs or activities or that would impose an undue financial and administrative burden.

### Findings

According to a member of the Disability Commission, none of the meetings or Town hearings that they attended, including Disability Commission meetings, were accessible to people with hearing disabilities. A member was also concerned about service and help desks lacking hearing accessible options and the lack of plans for hearing accessibility in renovated and newly built facilities in the Town.

From the questionnaires sent to various departments, many departments had some procedures for effective communications, including “We will hire an ASL translator for a program if requested and have access to other hearing devices. We will make sure that meetings open to the public are in accessible spaces.” Another response stated that their department “purchased a device for those with hearing impairment as recommended by our disability agent, provide ASL interpreters when requested. Vision: Provide large print when requested, read the information to the person which includes assisting in completing any form, we have a low vision group. Cognitive: Determine if there is a care partner to share the information, use terms more easily understood, we have a Memory Cafe.”

Because a couple of departments seemed unclear on effective communication, it seems that clarifying procedures of providing effective communication could be beneficial. Some of the questionnaire responses include:

- “We do not have such a program.”
- “We are in the process of making our programs, facilities and communication accessible to all.”
- “All business is conducted face-to-face with the veteran and/or family members. They are provided with written confirmation/copies of information addressed.”

It is also not clear if face-to-face communication with individuals with disabilities is equally effective as communication with people without disabilities, or if information available in print format is currently available in accessible electronic or hard-copy formats such as large-font, or on the website.

### Recommendations

The Town should consider developing and publicizing clear processes for members of the public and employees to request auxiliary aids and services:

- The Town of Arlington would benefit from a written policy on Effective Communication so staff across all departments has an understanding of their responsibility and clarity about what to do.

- Distribute the Effective Communication notice to all department heads; published in a local newspaper of general circulation serving the Town; in all materials regarding the Town's programs, services or activities and on the Town's website home page. Copies should also be posted in prominent locations in the Town's public buildings.
- Staff should clearly understand the responsibility to provide auxiliary aids and services where necessary to afford qualified individuals with disabilities, including applicants, participants, companions, and members of the public, an equal opportunity to participate in, and enjoy the benefits of, a service, program, or activity of a public entity. (28 CFR Part 35.153 (b)). Staff should also clearly understand the process for requesting them when needed.
- Staff needs to understand the scheduling time necessary in requesting a sign language interpreter or a Computer-Assisted Real Time Interpreter (CART) through the Commission for the Deaf and Hard of Hearing.
- Interpreters must be qualified.
- Ensure the Police Department provides sign language interpreters in a timely manner as follow:
- Non-scheduled Interpreter Requests: A "non-scheduled interpreter request" means a request for an interpreter made by an inmate, visitor, companion, or other member of the public, who is deaf or hard of hearing with less than two (2) hours advanced notice. For non-scheduled interpreter requests, the interpreter shall be provided no more than two (2) hours from the time of the request for an interpreter if the service is provided through a contract interpreting service or a staff interpreter who is located off-site or 30 minutes from the request for an interpreter if the service is provided through a Video Remote Interpreting service.
- Scheduled Interpreter Requests: A "scheduled interpreter request" is a request for an interpreter made two (2) or more hours before the services of the interpreter are required. For scheduled interpreter requests, the Police Department will make a qualified interpreter available at the time of the scheduled appointment. If an interpreter fails to arrive for the scheduled appointment, upon notice that the interpreter failed to arrive, the Police Department will immediately use reasonable efforts to call an interpreter service for another qualified interpreter or provide Video Remote Interpreting service.
- Members of the public also need to have a clear understanding of the process for requesting auxiliary aids and services and the time period in which a request must be made if it involves

ASL interpreters, CART, or special equipment such as assistive listening devices that may need to be rented. This information should be included in the general information for the public as well as on the Town's website.

- In determining what type of auxiliary aid or service is necessary to comply with Title II of the ADA, the Town should give primary consideration to the expressed preference for a particular auxiliary aid or service by deaf and hard of hearing individuals. Primary consideration means that the Town of Arlington will inquire as to the choice of auxiliary aid or service of the person with a disability and will honor the expressed choice unless the Town can demonstrate that another equally effective means of communicating is available.
- Based on the individual from the Disability Commission's concern about lack of hearing accessible options at service and information counters, exchanging notes with a staff member would be adequate to ensure effective communication in this case. The type of auxiliary aid or service necessary to ensure effective communication will vary in accordance with the length and complexity of the communication involved.
- Ideally, the Town should develop a system for training staff to meet these responsibilities especially knowing the processes for securing braille, making large print, other types of accessible formats, understanding how to request interpreters or CART and the length of time needed prior to an event. It is also important that staff know how to use and maintain the assistive listening systems and other special devices to assist people with disabilities to enjoy effective communication.
- IHCD, through its New England ADA Center, can provide a training for the Town of Arlington on Effective Communication that would be appropriate for department heads and public-facing Town staff in order to build confidence about rights and responsibilities and building capacity within the Town to comply with this important element of the ADA.

Sample of Effective Communication request:

"The Town of Arlington is committed to the full participation of people with disabilities. Any person with a disability who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in the Town's programs, services, activities and committee meetings, should contact the office of the ADA Coordinator (Name, Address, Phone number and Email) as soon as possible but no later than 48 hours\* before the scheduled event." (\*if the Town needs 2 or 3 weeks or longer to ensure an interpreter, then it must be clearly stated).

- Ensure that information and resources at each department interacting with the public are available in accessible format. That could be done by having a large print sign at each department and on each department's portion of the website stating:

"All of our materials are available, upon request, in accessible format such as audio, large print or braille."

- Ensure that staff interacting with the public is fully trained on how to respond to TTY and relay calls for telephone communications with people who are deaf, have difficulty hearing or have speech disabilities.

Even though there is a fundamentally changed pattern among people who are deaf or hard-of-hearing in relation to communication technology, TTY remains a compliance requirement. Because of these advances in communication technology, some people who are deaf and people with speech disabilities no longer have TTYs in their homes and rely instead on instant messaging, text messaging, email, or the video communication features of computers.

- Ensure that the Town's website and other web-based services are accessible to people with disabilities. It is the Department of Justice position that when services are provided on a website, those services too must be made accessible. (see [www.ada.gov/mclennan\\_pca/mclennan\\_sa.html](http://www.ada.gov/mclennan_pca/mclennan_sa.html) *Section K on Web Based Services and Programs*)
- To address these Information and Communication Technology (ICT) issues Arlington should commit to fixes and maintenance of the website accessibility. All staff should undergo training on accessibility best practices for posting web content and creating accessible documents. All third-party software should be properly vetted for compliance with WCAG 2.0 AA and section 508 of the Rehabilitation Act.
- Ensure that all the fillable forms on the Town's website are accessible to people with disabilities.

IHCD recommends providing web forms or accessible fillable PDF's for all the forms available on the Town's website.

- Include captioning for all the videos available on the Town's website.
- Additionally, under Title II of the ADA, emergency programs, services and activities must be accessible to people with disabilities. Ensure that the Town takes the necessary steps to

effectively communicate with people with disabilities and make the emergency plan available on the Town's website and update the emergency procedure as often as is necessary.

**Note:** Part of the scope of work includes a review of the Town's website; IHCD is preparing a complete website accessibility report that will provide information about website accessibility issues and recommendations for corrective measures.

### Inclusive Design Recommendations

The Town should consider implementing recommendations from the Disability Commission that go beyond the requirements of the ADA:

- Consider requiring new buildings and renovations include a plan for hearing accessibility.

## **8 – Emergency Preparedness, Evacuation Plans, and Emergency Shelters**

While a review of the Town of Arlington's emergency preparedness, evacuation plans and emergency shelters was not part of this RFP, as evidenced by recent U.S. Department of Justice's (DOJ) Project Civic Access settlement agreements, DOJ's views on emergency preparedness, shelters and evacuation plans are critical components of a Town's responsibilities related to accessibility

### Recommendations

- Visibly post up-to-date floor plans for all buildings;
- Post information about evacuating people unable to use stairs;
- Develop evacuation plans for each facility;
- As plans are developed or revised, adopt policies to ensure that community evacuation plans enable people with disabilities, including those who have mobility, vision, hearing, or cognitive disabilities, mental illness, or other functional limitations, to safely self-evacuate or to be evacuated by others. Until all emergency shelters are accessible with parking, exterior routes, entrances, interior routes to the shelter area, and accessible toilet rooms serving the shelter area, the Town should identify and widely publicize to the public, including persons with disabilities and the organizations that serve them, the locations of the most accessible emergency shelters.

For more information see:

Making Community Emergency Preparedness and Response Programs Accessible to People with Disabilities - <http://www.ada.gov/emergencyprepguide.htm>

ADA Tool kit: Emergency Management -  
<http://www.ada.gov/pcatoolkit/chap7emergencymgmt.pdf>

FEMA Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters - [http://www.fema.gov/pdf/about/odc/fnss\\_guidance.pdf](http://www.fema.gov/pdf/about/odc/fnss_guidance.pdf)

Additionally, we recommend considering engaging the National Fire Protect Association (NFPA) for evacuation training and guidance, providing and load verifying backup power source for elevator to address Functional Needs Support Services (F.N.S.S.) emergency shelter needs, installing one or more accessible showers to meet emergency shelter needs and providing backup power for charging batteries for wheelchairs or breathing equipment and refrigeration for medication to meet emergency shelter needs.

#### Arlington Public School Policies

IHCD reviewed the Elementary School and Middle School Handbooks provided online at:

[http://www.arlington.k12.ma.us/eforms/parent\\_forms/Gibbs\\_School\\_and\\_Ottoson\\_Student\\_Handbook.pdf](http://www.arlington.k12.ma.us/eforms/parent_forms/Gibbs_School_and_Ottoson_Student_Handbook.pdf)

[https://www.arlington.k12.ma.us/eforms/parent\\_forms/Elementary\\_Handbook.pdf](https://www.arlington.k12.ma.us/eforms/parent_forms/Elementary_Handbook.pdf)

Based on review, IHCD recommends the following:

- In all handbooks, include a statement on policies for parents with disabilities.
- In all handbooks, include a statement on emergency management for students and parents with disabilities. When developed, involve people of the Disability Commission to ensure safe and self-inclusion of students, staff and visitors with disabilities.
- Ensure that communication with students with disabilities is as effective as communication with any student.
- Make the evacuation procedure available on the public school website and update the evacuation procedure as often as necessary.

In addition, make the following changes to the Student Handbooks:

1. Elementary School Handbook

- a. On page 10 regarding absences, ensure there is a policy for parents and students with disabilities who call the phone line. Where a public entity communicates by telephone with applicants and beneficiaries, text or equally effective telecommunications systems shall be used to communicate with individuals who are deaf or hard of hearing or have speech impairments.
- b. On page 15, Change the word “Handicap” to “Disability” in the title.

2. Gibbs School and Ottoson School Handbook 2019-2020

- a. On page 8, regarding absences, ensure there is a policy for parents and students with disabilities who call the phone line. Where a public entity communicates by telephone with applicants and beneficiaries, text or equally effective telecommunications systems shall be used to communicate with individuals who are deaf or hard of hearing or have speech impairments.

On page 21 no contact information is provided for information on procedural protections for students with disabilities. Include a name and contact phone number for information for students with disabilities.



## Reference List

ADA Action Guide for State and Local Governments:

- [www.adaactionguide.org](http://www.adaactionguide.org)

Department of Justice:

- Americans with Disabilities Act Title II Regulations:  
[http://www.ada.gov/regs2010/titleII\\_2010/titleII\\_2010\\_regulations.htm](http://www.ada.gov/regs2010/titleII_2010/titleII_2010_regulations.htm)
- Making Community Emergency Preparedness and Response Programs Accessible to People with Disabilities - <http://www.ada.gov/emergencyprepguide.htm>

Federal Emergency Management Agency:

- FEMA Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters - [http://www.fema.gov/pdf/about/odc/fnss\\_guidance.pdf](http://www.fema.gov/pdf/about/odc/fnss_guidance.pdf)

Job Accommodation Network:

- <http://www.askjan.org>

New England ADA Center:

- <https://www.newenglandada.org>

## Sample Grievance Procedures

### Long

#### Americans with Disabilities Act Grievance Procedure

This grievance procedure is established to meet the requirements of the ADA. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the (Name of Public Entity).

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number, email address of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

The complaint should be submitted as soon as possible, preferably within 60 calendar days of the alleged violation to:

(ADA Coordinator name and contact information).

Within 15 calendar days after receipt of the complaint, (name of ADA Coordinator) will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, (name of ADA Coordinator) will respond in writing, and where appropriate, in format that is accessible to the complainant, such as large print, braille, or audio tape. The response will explain the position of the (Name of Public Entity) and offer options for substantive resolution of the complaint.

If the response by (name of ADA Coordinator) does not satisfactorily resolve the issue, the complainant may appeal the decision within 15 calendar days after receipt of the response to the (Head of Public Entity) or designee.

Within 15 calendar days after receipt of the appeal, the (Head of the Public Entity) or designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the (Head of the Public Entity) or designee will respond in writing, and, where appropriate, in a format that is accessible to the complainant, with a final resolution of the complaint.

## **Short**

### Americans with Disabilities Act Grievance Procedure

Complaints concerning discrimination on the basis of disability by the (Name of Public Entity) may be sent to (ADA Coordinator name and contact information). (Name of ADA Coordinator) will contact the complaint within 15 calendar days after receipt of the complaint to discuss the complaint and will respond in writing within 15 days of the discussion.

## Sample ADA Notice

### Long

#### Americans with Disabilities Act

(Name of Public Entity) does not discriminate on the basis of disability in its services, programs, or activities.

Employment: (Name of Public Entity) does not discriminate on the basis of disability in its hiring or employment practices and complies with the ADA title I employment regulations.

Effective Communication: (Name of Public Entity) will, upon request, provide auxiliary aids and services leading to effective communication for people with disabilities, including qualified sign language interpreters, assistive listening devices, documents in Braille, and other ways of making communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: (Name of Public Entity) will make reasonable modifications to policies and procedures to ensure that people with disabilities have an equal opportunity to enjoy programs, services, and activities. For example, people with service animals are welcomed in (Name of Public Entity) offices, even where pets and other animals are prohibited.

Requests: To request an auxiliary aid or service for effective communication, or a modification of policies or procedures contact (ADA Coordinator name and contact information) as soon as possible, preferably XX days before the activity or event.

Complaints: Send complaints to (ADA Coordinator name and contact information).

### Short

#### Americans with Disabilities Act

The (Name of Public Entity) does not discriminate on the basis of disability in its programs, services, activities and employment practices.

If you need auxiliary aids and services for effective communication (such as a sign language interpreter, an assistive listening device or print material in digital format) or reasonable modification to programs, services or activities contact the ADA Coordinator as soon as possible, preferably XX days before the activity or event.

A grievance procedure is available to resolve complaints. Upon request, this notice is available in alternative formats such as large print or braille. (ADA Coordinator name and contact information)

## **Sample ADA Employment Policy**

The NAME of TOWN/CITY is committed to equal opportunity in all aspects of employment for qualified individuals with disabilities. In accordance with the Americans with Disabilities Act (ADA) and other federal and state law, it is the policy of the NAME of TOWN/CITY to provide necessary reasonable accommodation in employment to any qualified individual with a disability unless the accommodation would impose an undue hardship on the operation of the NAME of TOWN/CITY or would change the essential functions of the position.



## Town of Arlington, Massachusetts

### PART C – Self-Evaluation Summary

November 2019

Prepared by the



200 Portland Street, First Floor  
Boston, MA 02114  
617.695.1225 voice/tty  
[www.IHCDesign.org](http://www.IHCDesign.org)

## **Part C – Self-Evaluation Summary**

### **Introduction**

This ADA Self-Evaluation report includes a summary of the Town’s policies obtained by an on-line ADA questionnaire developed by the Institute for Human Centered Design (IHCD). There was a good response to the survey by department heads. This Self-Evaluation report also includes a summary of architectural barriers identified during accessibility surveys performed by IHCD teams between February - April 2019.

Together these findings are designed to help move the Town towards full compliance with its obligations under the Title II of the Americans with Disabilities Act (ADA) and/or the 521 CMR Massachusetts Architectural Access Board regulations.

For clarity, this ADA Self-Evaluation report is organized as follows:

- Legal Overview;
- Summary of the Evaluation of Policies in Programs, Services, and Activities;
- Summary of the Evaluation of Facilities.



## **1. Legal Overview**

The Town of Arlington is obligated by both Federal laws and State codes concerning the rights of people with disabilities in the daily provision of programs, services, and activities. At the end of this report, there is a comprehensive list of relevant laws.

### **Federal Obligation: American with Disabilities Act (ADA)**

Based on the 1964 Civil Rights Act and expanding upon the obligations of the 1973 Rehabilitation Act, the 1990 ADA prohibits discrimination against people with disabilities. The ADA provides civil rights protections to individuals with disabilities similar to those afforded to individuals on the basis of race, color, sex, national origin, age, and religion. The cornerstone of Title II of the ADA, which applies to state and local governments, is clear: no qualified person with a disability may be excluded from participating in, or denied the benefits of, the programs, services, and activities provided by state and local governments because of a disability.

The 2008 Amendments to the ADA (ADAAA), signed into law on September 25, 2008, describes in more detail the range of conditions covered by the civil rights protections of the ADA. The amendments expand the definition of “disability” to include impairments that substantially limit a major life activity and states that when determining whether someone qualifies as having a disability, one cannot take into account assistive devices, auxiliary aids, accommodations, medical therapies and supplies. The amendments also address episodic disabilities that may go into remission but still can significantly limit a major life activity when active, such as epilepsy and post-traumatic stress disorder. The ADA defines a disability as<sup>1</sup>:

- A physical or mental impairment that substantially limits one or more major life activities (i.e. working, talking, hearing, seeing, caring for one's self);
- Having a record of a physical or mental impairment that substantially limits one or more major life activities;

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<sup>1</sup> To learn more about qualified individuals with disabilities or to read the full text of the ADA, please visit <http://www.ada.gov>

- Being regarded by others as having an impairment such as individuals with severe facial scarring.

It is important to stress that the primary obligation to public entities such as the Town of Arlington, under Title II of the Americans with Disabilities Act, is to ensure that, when viewed in their entirety, the programs, services, and activities offered are equally available to people with disabilities. The Town is required to follow the 2010 ADA Standards for Accessible Design in new construction and alterations. The 2010 ADA Standards must also be used for corrective actions if existing conditions don't comply with the original ADA Accessibility Guidelines. Municipalities also must relocate programs or otherwise provide access to programs located in inaccessible older facilities (e.g. facilities built before the ADA went into effect January 26, 1992). Ensuring program access may require capital investment when there is no alternative solution and should be a priority for corrective action.

Note that the websites of Title II entities are also considered “*programs*” and should be accessible to the standards of the Web Content Accessibility Guidelines 2.0 AA. A review of the Town of Arlington’s website will be provided as part of the scope of work of this contract.

The Town must **communicate effectively** with people who have hearing, vision, or speech disabilities. Fall River is also required to make reasonable modifications to policies, practices, and procedures where necessary to ensure the equal participation of people with disabilities. Whatever is written or spoken must be as clear and understandable to people with hearing, vision, or speech disabilities as it is for people who do not have disabilities. In addition, the ADA requires the provision of “auxiliary aid and service” to meet their responsibility for effective communication. Auxiliary aid and service refer to readers, notetakers, sign language interpreters, assistive listening systems, open and closed captioning, text telephones (TTYs), videophones, information provided in large print, braille, audible, or electronic formats, and other tools for people who have communication disabilities.

Following the passage of the ADA, the Department of Justice issued the 1991 ADA Standards for Accessible Design to address physical access to facilities and transportation. These standards were based almost exclusively on the US Access Board’s guidelines (ADA Accessibility Guidelines – ADAAG). In 1994, slight technical amendments were made. Then in 2004, the US Access Board issued new guidelines that were promptly adopted by the US Department of Transportation and other federal agencies. But only in 2010 did the Department of Justice issue a revised and updated ADA Standard called the 2010 ADA Standards for Accessible Design (2010 ADA

Standards) that would apply to all Title II and Title III entities. These standards revised requirements for policies such as ticketing and service animals, and for physical elements such as assembly seating, established construction tolerances for certain elements and formalized long-standing guidelines for play areas, golf courses, recreational boating facilities, swimming pools, and other recreational facilities.

Facilities that meet or exceed the 1991 ADA Standards are not required to make changes to the new 2010 Standards except in the case of renovation. For elements that are non-compliant, the corrective measures must align with the 2010 ADA Standards. It is not expected that the buildings will meet or be brought up to all of the 2010 ADA Standards absent significant or total renovation. State and local governments must ensure that individuals with disabilities are not excluded from services, programs, and activities because buildings are inaccessible. This means Title II entities do not need to remove physical barriers, such as stairs, in all existing buildings, as long as they make their programs accessible to individuals who are unable to use an inaccessible existing facility.

#### Alterations to historic properties under the ADA

Alterations to historic properties must comply with the specific provisions governing historic properties in the 2010 ADA Standards, to the maximum extent feasible. Under those provisions, alterations should be done in full compliance with the alterations standards for other types of buildings. However, if following the usual standards would threaten or destroy the historic significance of a feature of the building, alternative solutions may be used. The decision to use alternative solutions for that feature must be made in consultation with the appropriate historic advisory board as designated in the 2010 ADA Standards (for Massachusetts, the Massachusetts Historical Commission), and interested persons should be invited to participate in the decision-making process.

Note that any corrective actions needed to ensure program accessibility would also have to comply with the requirements of the 2010 ADA Standards for historic facilities.

### **State Obligation:**

#### Massachusetts Constitutional Amendment – Article 114

The Massachusetts Constitution states:

“No otherwise qualified handicapped individual shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity within the Commonwealth.”

Article 114 is written broadly. It prohibits discrimination based on disability on any level within the state, not just for recipients of state or federal funds. For example, Town meetings must be held in an accessible location with sign language interpreters provided if needed, and the Town cannot refuse to do business with an individual based on the person’s disability.

#### Massachusetts Architectural Access Board

The Architectural Access Board (AAB) is a regulatory agency whose mandate is to develop and enforce regulations designed to make public buildings accessible to, functional for and safe for use by persons with disabilities. See the Rules and Regulations of the Architectural Access Board 521 CMR. In addition to writing regulations, the Board decides on variance requests, provides training on its regulations, issues advisory opinions and makes decisions on complaints. Local building inspectors are responsible for enforcing the regulations which are a specialized section of the Massachusetts Building Code. See 780 CMR.

The construction, reconstruction, remodeling, alteration, or change of use of a building or facility that is open to the public triggers the authority of the Architectural Access Board. New construction must fully comply.

For renovation, remodeling, or alteration:

- The work being done must comply with the regulations.
- If the work done in any 36-month period is greater than \$100,000, the “work being performed” is required to comply. In addition, an accessible entrance and an accessible toilet room, telephone and drinking fountain (if toilets, telephones and drinking fountains are provided) shall also be provided.
- If the work done in a 36-month period is more than 30% of the “full and fair cash value” of the building<sup>2</sup>, the entire building must come into compliance.

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<sup>2</sup> This is usually the assessed value established by the city or town. See 521 C.M.R. § 5.38 for details about establishing value where no assessment exists.

Enforcement: Anyone can file a complaint with the Architectural Access Board. The Board has the authority to issue variances and/or impose fines of up to \$1000 per violation per day of noncompliance with its order.

## 2. Summary of the Evaluation of Policies in Programs, Services and Activities

Title II of the Americans with Disabilities Act (ADA) prohibits discrimination against qualified individuals with disabilities by public entities. Activities covered include all services, programs and activities offered by the public entity, all aspects of employment, services carried out by contractors, all activities of the local legislative and judicial branches and public transportation.

A thorough understanding of the requirements of Title II of the ADA is an essential responsibility of public entities.

Please note that a complete summary of the Town's policies, practices and procedures is included in Part B – Evaluation of Non – Discriminatory Policies and Practices in Programs, Services and Activities.

The ADA administrative requirements help to ensure that the needs of people with disabilities are addressed in all services, programs and activities that the Town operates. A Title II entity is required to:

1. Designate a Responsible Employee (ADA Title II - 28 CFR Part 35.107 (a)) to coordinate compliance with the ADA. The purpose of having a responsible employee – ADA Coordinator - is to ensure that when the public deals with a state or local government agency, the public is able to identify a person who is knowledgeable with the requirements of the ADA.

The Town of Arlington has met its obligation to designate a responsible employee as the Town's ADA Coordinator. For information, members of the public will need to contact the Director of Health and Human Services. [This information is available for phone and email contact on the Town's web site, however the ADA Coordinator is not called out on the Town's web site.

2. Adopt and distribute a public Notice (ADA Title II - 28 CFR Part 35.106) of the provisions of the ADA to members of the public who may participate in the Town's programs, services and activities. The effective notice should state the Town's obligations under the ADA and include the complete contact information of the ADA Coordinator.

From the responses submitted by staff it seems that the Town of Arlington does not have a uniform policy regarding the posting of ADA Non-Discrimination Notices for members of the public. Some Town departments reported that Notices were not posted.

The Town should take steps to clarify the posting of the Notice of Non-Discrimination policy to comply with the ADA Title II that states that public entities shall take initial steps to notify program/service participants, beneficiaries and employees of its obligations.

IHCD recommends distributing the Notice to all department heads, publishing the Notice in all the materials distributed by the Town, posting the Notice on the Town's website home page and posting copies in public locations in the Town's buildings.

3. Develop and distribute Grievance Procedures (ADA Title II - 28 CFR Part 35.107 (b)) for prompt resolution of any complaint regarding disability discrimination.

From the responses submitted by staff, it does not appear that the Town has a formal written Grievance Procedure policy.

IHCD recommends the Town take steps to clarify its Grievance Procedure by distributing to all department heads, and posting copies of it in noticeable locations in each of the Town's public buildings. Furthermore, ensure the Town's employees are aware of the Grievance Procedure process and can provide information to members of the public about the process when appropriate. Ensure the Grievance Procedure form is in an accessible format on the Town website. [See attachment #1 for a sample Grievance Procedure.]

4. Modify its Policies, Practices and Procedures (ADA Title II – 28 CFR Part 35.130(b)(7)) when necessary to avoid discrimination.

From most of the responses submitted by staff it seems that not all departments are aware of reasonable modification policies. There is no evidence that the Town was unable to provide a reasonable modification. However, there is no evidence on the Town website that a reasonable modification policy exists.

IHCD recommends the Town take additional steps to ensure that Town's employees can provide information to members of the public about the process of requesting reasonable modification of policies when appropriate. The Town should provide a form for requesting reasonable modifications of policies on the Town's website, and state the commitment to provide copies in accessible formats upon request.

5. Provide Reasonable Accommodation (ADA Title II – 28 CFR Part 35.140(a)) to qualified employees with disabilities. This requirement may include modifying work schedules, job restructuring, and making facilities used by employees readily accessible to an employee

with a disability, or moving the employee, if possible without compromising job responsibilities, to an accessible location.

There is no evidence that the Town has failed to provide reasonable accommodation to its employees. IHCD recommends that the Town of Arlington becomes familiar with the excellent free national resources from the *Job Accommodation Network* (<https://askjan.org>).

6. Provide Auxiliary aids and services (ADA Title II – 28 CFR Part 35.160) to ensure effective communication with people with disabilities. This provision requires ADA Title II entities to take steps to ensure that communication with members of the public and employees with disabilities is as effective as communication with others. This requirement may include but is not limited to providing sign language interpreters, providing Computer-Assisted-Real-time-Translation (CART), written materials for persons who are deaf or have difficulty hearing, braille or large print information or information in digital format for people who are blind or have difficulty seeing.

According to a member of the Disability Commission, none of the meetings or Town hearings that they attended, including Disability Commission meetings, were accessible to people with hearing disabilities. A member was also concerned about service and help desks lacking hearing accessible options and the lack of plans for hearing accessibility in renovated and newly built facilities in the Town.

Because a couple of departments seemed unclear on effective communication, it seems that clarifying procedures of providing effective communication could be beneficial. As was offered in IHCD's response to the RFP for this project, IHCD's New England ADA Center staff can provide a training on effective communication if the Town is interested.

The Town should consider developing and publicizing clear processes for members of the public and employees to request auxiliary aids and services. Ensure that the Town's website and other web-based services are accessible to people with disabilities. It is the Department of Justice's position that when services are provided on a website, those services too must be made accessible. The website should be considered a "program" of the Town. (See web accessibility report).



### **3. Summary of the Evaluation of Facilities**

The analysis of existing conditions that encompasses the body of this evaluation is based on observations and documentation completed by IHCD team during site visits. This accessibility survey included the following facilities

#### Community Safety Buildings

Central Fire Station

Community Safety

Highland Fire Station

Park Circle Fire Station

#### Public School Buildings

Bishop Elementary School

Brackett Elementary School

Dallin Elementary School

Gibbs Middle School

Hardy Elementary School

Ottoson Middle School

Parmenter School

Pierce Elementary School

Pierce Field “Snack Shack”

Spy Pond Field House

Stratton Elementary School

Thompson Elementary School

#### Libraries

Fox Branch Library

Robbins Library

Note: The following facilities were not evaluated because they are slated for substantial renovation or full and new reconstruction and will be required to comply with ADA and AAB requirements:

Central School/ Senior Center,  
Department of Public Works buildings, and  
Arlington High School.

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Jefferson Cutter House

23 Maple Street

Cemetery Department

Cemetery Building A (Chapel & Office)

Recreation Department

Bath House at Arlington Reservoir

Other Town-Owned Buildings

Arlington Town Hall & Annex

Former Dallin Library Building

Jarvis House (Town Legal Dept.)

Mt. Gilboa House

Whittemore Robbins House

## **Building Facilities Overview**

Under Title II of the ADA, the Town of Arlington must make sure that “No qualified individual with a disability shall, because a public entity's facilities are inaccessible to or unusable by individuals with disabilities, be excluded from participation in, or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any public entity” [28 CFR Part 35.149].

A public entity may not deny the benefits of its programs, services and activities to individuals with disabilities because its facilities are inaccessible. This means that each program, service and activity of the Town, when viewed in its entirety, must be readily accessible to and usable

by individuals with disabilities.” This requirement is known as Program Accessibility [28 CFR Part 35.150].

The program accessibility requirement does not necessarily require the Town to make each existing facility accessible or to take any action that would threaten or destroy the historic significance of a historic property. Or require a public entity to take any action that it can

demonstrate would result in a fundamental alteration in the nature of the program or in an undue financial and administrative burden.

The Town may comply with the requirements through such means as redesign or acquisition of equipment, reassignment of services to accessible buildings, delivery of services at alternate accessible sites, alteration of existing facilities and construction of new facilities, or any other methods that result in making the Town's services, programs or activities readily accessible to and usable by individuals with disabilities. A public entity is not required to make structural changes in existing facilities where other methods are effective in achieving compliance with this section.

In choosing among available methods for meeting the requirements of this section, a public entity shall give priority to those methods that offer services, programs, and activities to qualified individuals with disabilities in the most integrated setting appropriate.

IHCD recommends the following improvements at the following Town facilities:

#### Community Safety Buildings

##### **Central Fire Station**

- Renovate the main entrance (including providing an automatic door opener and compliant signage).
- Provide an automatic door opener at the conference room to address the lack of maneuvering clearance.
- Provide an assistive listening system in the conference room.

##### **Community Safety Building**

- Provide an accessible holding cell with a compliant bench, toilet and lavatory.
- Renovate toilet rooms including the detainee shower and toilet room.
- Renovate the drinking fountain.
- Renovating service counters.
- Provide compliant signage.
- Provide compliant stair handrails.

Provide an automatic door opener at the main entrance and the rear entrance as people who cannot use their arms may need to get in the building during an emergency or for meetings. Provide a door bell as a backup for times when the automatic door opener is out of service.\* (Priority of the Disability Commission) *[For information on whether automatic door openers are required or recommended, see: <https://blog.mass.gov/mod/access/automatic-door-openers-required-or-not-required/>].*

### **Highland Fire Station**

- Provide a van-accessible parking space.
- Provide an automatic door opener at the entrance and toilet room.
- Renovate the single-user toilet room.
- Provide compliant signage.

### **Park Circle Fire Station**

- Provide a van-accessible parking space in the parking lot.
- Provide a tactile exit sign.
- Provide clear floor space at the call button.

## **Public School Buildings**

### **Bishop Elementary School**

- Renovate exterior routes.
- Renovate accessible parking space.
- Provide emergency exit signage.
- Provide accessible designation signage.
- Provide compliant work surfaces.
- Provide an accessible picnic table.
- Renovate toilet rooms.

- Provide compliant drinking fountains.
- Renovate sinks.
- Renovate doors and gate.

### **Brackett Elementary School**

- Renovate exterior access routes.
- Reconstruct one (1) curb ramp.
- Provide emergency exit signage.
- Provide compliant designation signage.
- Provide compliant work surfaces in classrooms.
- Toilet room renovations.
- Renovate sinks in classrooms and the nurse's office.
- Provide an accessible route to each play component.
- Renovate accessible parking.
- Provide an automatic door opener at the main entrance as people who cannot use their arms may need to get in the building. Provide a door bell as a backup for times when the automatic door opener is out of service.\* (Priority of the Disability Commission) *[For information on whether automatic door openers are required or recommended, see: <https://blog.mass.gov/mod/access/automatic-door-openers-required-or-not-required/>].*

### **Dallin Elementary School**

- Renovate exterior access routes and curb ramp by the main entrance.
- Renovate or repair automatic door opener at exit 10.
- Provide compliant egress signage.
- Provide six (6) accessible work surfaces with knee and toe clearance.
- Renovate toilet rooms.

- Provide compliant designation signage.
- Provide compliant elevator hoistway signage.

### **Gibbs School**

- Provide marking and a curb ramp at the passenger loading zone.
- Renovate doors including installing three (3) automatic door openers.
- Provide accessible work surfaces.
- Provide wheelchair accessible spaces in assembly areas.
- Renovate toilet rooms.
- Provide a drinking fountain for standing users.
- Provide compliant egress signage.
- Addressing protruding objects.
- Relocating operable parts.

### **Hardy Elementary School**

- Provide one (1) compliant curb ramp.
- Provide an automatic door opener at one (1) entrance and two (2) exits.
- Provide compliant emergency egress signage.
- Relocate protruding objects or provide a cane-detectable barrier.
- Provide an automatic door opener at the women's toilet room.
- Provide edge protection at the ramp by Exit 12.
- Provide accessible dining and work surfaces.
- Provide 15 accessible lockers.
- Renovate toilet rooms.

- Renovate drinking fountains.
- Provide an accessible route around playgrounds and an accessible route to each play component.
- Renovate exterior routes.
- Renovate accessible parking.
- Provide compliant designation signage.

### **Ottoson Middle School**

- Renovate exterior access routes (including providing a means of accessing the community garden).
- Renovate accessible spaces in two (2) parking lots.
- Provide compliant egress signage.
- Renovate thresholds at exits at 3, 9 and 13.
- Renovate interior doors (including providing two [2] automatic door openers).
- Renovate ramps (interior and exterior).
- Provide compliant designation signage.
- Provide a curb ramp so that bike rack is located on an accessible route.
- Provide accessible work surfaces in classrooms and office spaces.
- Renovate labs to provide three (3) accessible fume hoods.
- Renovate toilet rooms.
- Renovate drinking fountains.
- Provide compliant sinks in labs and classrooms.
- Provide accessible routes to soccer and softball field.
- Renovate the service counter in the media center.

- Provide a compliant locker room bench in the boys' locker room.
- Renovate elevator and provide hoistway signage.

### **Parmenter School**

- Renovate exterior accessible routes.
- Renovate entrances.
- Provide a Limited Use Limited Application (LULA) lift to the cafeteria.
- Provide an elevator between the lower level, first floor and second floor.
- Provide compliant egress and designation signage.
- Renovate toilet rooms.
- Renovate drinking fountains.
- Renovate sinks in classrooms and the cafeteria.
- Provide an accessible route around the playground that is 48 inches wide minimum.
- Provide a 60-inch wide accessible route to each play component (estimate for poured-in-place rubber).
- Provide compliant door hardware.
- Provide a compliant service counter.
- Relocate operable parts within reach range.

### **Peirce Elementary School**

- Renovate exterior routes.
- Provide a van-accessible parking space (including sign, releveling and providing an adjoining accessible route).
- Provide compliant emergency egress signage.
- Install offset hinges at the Peirce Playcare door.



- Provide accessible work surfaces.
- Renovate toilet rooms.
- Provide a drinking fountain for standing users by the main entrance.
- Provide an accessible route around playgrounds and an accessible route to each play component.
- Renovate designation signage.
- Address protruding objects.

**Peirce Field “Snack Shack”**

- Repair the surface at the transition between the concrete and asphalt route.
- Provide compliant signs at toilet rooms.
- Renovate one (1) toilet room.
- Provide an additional drinking fountain for standing users.

**Spy Pond Field House**

- Renovate interior doors (door hardware and thresholds, including providing two automatic door openers at the entrances).
- Renovate the accessible toilet room and gang shower.
- Provide two (2) Hi-Lo drinking fountains.
- Provide compliant signage.
- Provide accessible locker room facilities.
- Renovate the surface at the entrance.

**Stratton Elementary School**

- Renovate exterior access route.
- Provide compliant egress signage.

- Provide compliant designation signage.
- Provide accessible work surfaces in classrooms and office spaces.
- Renovate toilet rooms.
- Renovate art room sink.
- Provide an accessible route to the playground swings.
- Provide compliant accessible parking signage.
- Provide an accessible route to the bike rack.

### **Thompson Elementary School**

- Provide compliant egress signage.
- Provide six (6) accessible work surfaces.
- Provide an accessible picnic table on an accessible route.
- Renovate toilet rooms.
- Repair surface at one (1) curb ramp.
- Provide signage at accessible parking.
- Renovate gates.

### **Libraries**

#### **Robbins Library**

- Provide a van accessible parking space in the lot.
- Provide tactile egress signage at exit doors.
- Provide compliant designation and informational signage.
- Provide seven (7) accessible work surfaces.
- Provide an assistive listening system.

- Renovate toilet rooms.
- Repair drinking fountain (including providing a cane detectable barrier at the existing drinking fountain and providing an additional drinking fountain for seated users).

**Fox Branch Library**

- Provide an accessible route to the main entrance.
- Provide compliant egress signage.
- Provide cane detectable barriers at protruding objects and ensure clear route is 36 inches minimum.
- Provide compliant hardware at doors.
- Provide four (4) accessible work surfaces.
- Renovate toilet rooms.
- Provide a drinking fountain for standing users.
- Install a visible and audible fire alarm in the community room.

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**Jefferson Cutter House**

- Renovate exterior routes.
- Provide a van-accessible parking space in the lot.
- Renovate entrances (including one automatic door opener).
- Provide swing-clear/offset hinges at two (2) doors.
- Renovate toilet rooms.
- Provide visible and audible fire alarms.
- Renovate signage.

- Renovate interior routes.
- Provide a work surface with knee and toe clearance.

### **23 Maple Street**

- Provide a van-accessible parking space in the lot.
- Renovate emergency exits.
- Renovate doors, including providing one automatic door opener.
- Renovate the kitchen.
- Provide a compliant toilet room.
- Provide a lower coat hook
- Provide compliant signage at accessible and inaccessible entrances.
- Provide visible fire alarms.

### **Cemetery Department**

#### **Cemetery Building A (Chapel and Office)**

- Provide a concrete dogleg ramp with handrails and three landings to the main entrance.
- Renovate doors for hardware and clear width.
- Provide wheelchair accessible spaces in the Chapel and an accessible route to the altar.
- Provide an accessible single-user toilet room.
- Fire alarm installation (estimate for 4 rooms).
- Renovate exterior route.
- Provide compliant signage.

### **Other Town-Owned Buildings**

**Arlington Town Hall and Annex**

- Renovate exterior routes.
- Install an automatic door opener at the main entrance that opens both leaves simultaneously.
- Repair interior doors (including installing automatic door openers).
- Install compliant handrails at Annex stair.
- Renovate elevator car control.
- Provide compliant signage.
- Install seven (7) accessible service counters.
- Provide three (3) accessible work surfaces.
- Provide accessible spaces in auditorium.
- Provide an assistive listening system.
- Renovate toilet rooms.
- Repair drinking fountain (including standing-height fountain installation).
- Fire alarm installation (note: estimate is for 16 rooms).
- Renovate accessible parking spaces.
- Locate clothes rods within the reach range.
- Provide toe and knee clearance at the sink in the Bridal Room.

**Former Dallin Library**

- Provide a van-accessible parking space in the lot.
- Provide tactile egress signage at exit doors and compliant designation signage.
- Install compliant handrails at the stairs.

- Renovate two (2) toilet rooms.

**Jarvis House (Town Legal Department)**

- Provide a van-accessible parking space in the lot.
- Install a compliant painted wood ramp at the main entrance.
- Renovate emergency exit doors and provide compliant signage.
- Install compliant hardware at doors throughout the building.
- Install an accessible toilet room.
- Fire alarm installation (estimate is for 8 rooms).
- Provide an accessible work surface.
- Provide compliant signage.
- Address protruding objects.

**Mt. Gilboa House**

- IHCD recommends not locating public programs at this building.

**Whittmore Robbins House**

- Repair the route to the accessible entrance.
- Provide a van-accessible parking space.
- Provide compliant egress signage.
- Provide door hardware that is operable with a closed fist.
- Provide compliant designation signage.
- Provide one (1) compliant dining surface and one (1) compliant work surface.
- Renovate toilet rooms.
- Provide a drinking fountain for standing users.

- Provide an accessible route to and around the playground.

## **Outdoor Facilities Overview**

The program accessibility obligation does not typically require that every outdoor area be made accessible. As noted before, “when viewed in its entirety” applies to programs for which there are multiple locations for comparable programs. Usually, a public entity determines which method it will use for meeting its program accessibility obligations. When structural changes are made to existing facilities, the changes must comply with the 2010 ADA Standards for Accessible Design. When choosing to purchase equipment or to make structural changes, the public entity should factor financial resources required to maintain program accessibility.

Over time, the Town will need to reassess its compliance with program accessibility, and it may become necessary to acquire new accessible equipment or make structural modifications.

It is important to note that those elements in existing facilities that are subject to supplemental requirements of the 2010 ADA Standards (*e.g.* elements for which there are neither technical nor scoping specifications in the 1991 Standards) such as (C) *Recreational boating facilities*; (D) *Exercise machines and equipment*; (E) *Fishing piers and platforms*; (H) *Play areas*; (J) *Swimming pools, wading pools, and spas*; and (L) *Miscellaneous - (1) Team or player seating and Accessible route in court sports facilities*, need to be brought into compliance.<sup>3</sup>

IHCD recommends the following improvements at the following Recreation Department facility:

### Recreation Department

#### **Bath House at Arlington Reservoir**

- Renovate exterior routes to be accessible.
- Install a beach mat for access to the beach.
- Provide compliant parking spaces.
- Toilet room renovations (including a compliant changing compartment).
- Remove curbs at two (2) outdoor showers.

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<sup>3</sup> As described in 28 CFR 35.150(b)(2)(i) Title II ADA Regulations

- Provide compliant signage.
- Renovate the gate.
- Provide an accessible service counter.



## **Reference List:**

### **Federal Laws:**

- Americans with Disabilities Act (ADA)
- 2010 ADA Standards for Accessible Design

### **State Law:**

- 521 CMR Massachusetts Architectural Access Board – Rules and Regulations

### **Guidance:**

- ADA Action Guide for State and Local Governments: <https://www.adaactionguide.org>
- ADA Checklist for Existing Facilities: <https://www.adachecklist.org>
- Outdoor Developed Areas: A Summary of Accessibility Standards for Federal Outdoor Developed Areas: <https://www.access-board.gov/attachments/article/1637/outdoor-guide.pdf>
- US Access Board: <https://www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-ada-standards/guide-to-the-ada-standards/animations>
- ADA Checklist for Polling Places: <https://www.ada.gov/votingchecklist.htm>
- Solution for Five Common ADA Access Problems at Polling Places: [https://www.ada.gov/ada\\_voting/voting\\_solutions\\_ta/polling\\_place\\_solutions.htm](https://www.ada.gov/ada_voting/voting_solutions_ta/polling_place_solutions.htm)

## Sample Grievance Procedures

### Long

#### Americans with Disabilities Act Grievance Procedure

This grievance procedure is established to meet the requirements of the ADA. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the (Name of Public Entity).

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number, email address of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

The complaint should be submitted as soon as possible, preferably within 60 calendar days of the alleged violation to:

(ADA Coordinator name and contact information).

Within 15 calendar days after receipt of the complaint, (name of ADA Coordinator) will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, (name of ADA Coordinator) will respond in writing, and where appropriate, in format that is accessible to the complainant, such as large print, braille, or audio tape. The response will explain the position of the (Name of Public Entity) and offer options for substantive resolution of the complaint.

If the response by (name of ADA Coordinator) does not satisfactorily resolve the issue, the complainant may appeal the decision within 15 calendar days after receipt of the response to the (Head of Public Entity) or designee.

Within 15 calendar days after receipt of the appeal, the (Head of the Public Entity) or designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the (Head of the Public Entity) or designee will respond in writing, and, where appropriate, in a format that is accessible to the complainant, with a final resolution of the complaint.

## **Short**

### Americans with Disabilities Act Grievance Procedure

Complaints concerning discrimination on the basis of disability by the (Name of Public Entity) may be sent to (ADA Coordinator name and contact information). (Name of ADA Coordinator) will contact the complaint within 15 calendar days after receipt of the complaint to discuss the complaint and will respond in writing within 15 days of the discussion.



## Town of Arlington, Massachusetts

December 2019



Prepared by the



Institute for Human Centered Design

# Schools

Prepared by the



Institute for Human Centered Design

# Bishop Elementary School



## Town of Arlington ADA Transition Plan

November 2019



Institute for Human Centered Design

200 Portland Street, Boston, MA 02114  
[www.IHCDesign.org](http://www.IHCDesign.org) • [info@IHCDesign.org](mailto:info@IHCDesign.org)  
[617-695-1225](tel:617-695-1225) voice/tty

# Bishop Elementary School

Year Built: 1949                      Year Renovated: 1956, 2000, 2015

## Background

The John A. Bishop Elementary School is a K-5 educational building located at 25 Columbia Road. The facility was originally constructed in 1949, with a major addition being constructed in 1956. Additional renovations occurred in 2000-2001 with a cosmetic and fixture update of the whole building. The latest improvement being the installation of a learning food garden in 2015.

The building has three (3) stories, with the basement level being built into a hill. The first floor houses the main office, nurse’s office, gymnasium, library/media room, principal’s office, a one-on-one study room, and classrooms for kindergarten, first grade and second grade. Second floor areas include a computer/art room, conference rooms, a science/music room, a resource room, a learning center, the speech coach’s office, and classrooms for the third and fourth grade. Basement areas include the cafeteria, classrooms for the fifth grade, and an occupational and physical therapy room. Toilet rooms are provided on all levels. Kindergarten classrooms have toilets within the classrooms. A compliant elevator services all floors.

There is one main entrance overlooking Columbia Road, and a total of six (6) emergency exits. Parking for the building is provided by a small lot along Stowecroft Road with 22 spaces, of which two (2) are accessible. Additional outdoor amenities include two (2) playgrounds, a ball field, picnic tables, and two (2) food gardens for students to practice horticulture.

Bishop Field playgrounds, the baseball field, soccer field, four-square court, parking and picnic tables were assessed as part of the 2014 Recreation Department Self-Evaluation Report.

## Key Accessibility Issues

### Exterior Access Routes

Accessibility issues include a lack of accessible routes in the garden overlooking Columbia Road, the garden near the playground and in the picnic area. Additional issues include surfaces that are not maintained.

### Emergency Exit Signage

Accessibility issues include the lack of tactile exit signs at all exits. Additionally, exits which are accessible lack the International Symbol of Accessibility on the illuminated exit sign, and inaccessible exits lack directional signage to accessible exits.

### Platform Lift

At the time of review, the lift in the gymnasium was being used as a storage room. Additionally, the platform lift would not move, and was likely switched off. ADA compliance requires that platform lifts be independently operable.

### Designation Signage

Accessibility issues include signs which are not located directly on the wall adjacent to the latch side of the door. Additional issues include signage which is missing raised characters and braille, signage which has broken raised characters, and signage that has laminated paper that blocks the raised characters and/or braille. Toilet room signage lacks the International Symbol of Accessibility at accessible toilet rooms.

### Toilet Room

Accessibility issues present in toilet rooms include grab bars mounted improperly, improper toilet mounting heights, improper toilet centerlines and toilet paper dispensers that do not allow for continuous flow. Additional issues include lavatories that have exposed plumbing, and a lack of accessible compartments in boys’ and girls’ multi-user toilet rooms.

### Sinks

Sinks in every classroom, as well as the nurse’s office, main office, computer/art room, and the OT/PT room all lack knee and

toe clearance due to the presence of trash bins, cabinets and other obstructions.

Additional Accessibility Issues

- Accessible parking space has an excessive slope and lacks compliant signage.
- There is a lack of an accessible picnic table at the picnic area near Columbia Road.
- There is a lack of accessible work surfaces in many rooms including classrooms and the Learning Center.
- There is a lack of drinking fountains for standing users.

**Order of Magnitude Cost Estimates**

- Renovate exterior routes: \$4,330
- Renovate accessible parking space: \$1,076
- Provide emergency exit signage: \$1,624
- Provide accessible designation signage: \$1,856
- Provide compliant work surfaces: \$2,450
- Provide an accessible picnic table: \$1,628
- Renovate toilet rooms: \$26,672
- Provide compliant drinking fountains: \$6,136
- Renovate sinks: \$1,778
- Miscellaneous corrective actions (door and gate renovations, etc.): \$233

**Total: \$47,783**



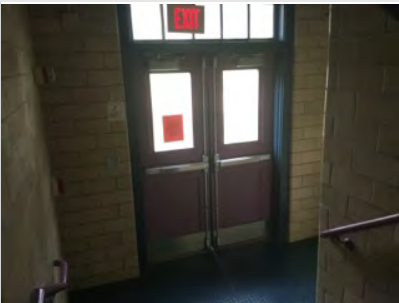
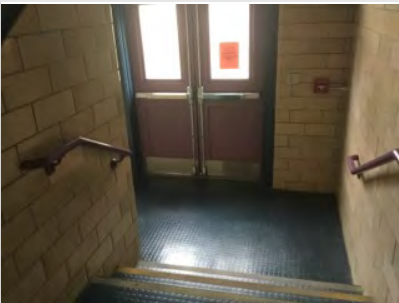
**Best Practice & Inclusive Design**

Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

- Consider providing a variety of seating options with and without arms, backs, and at various heights at the one-on-one work room.
- Some signs do not reflect the program observed by IHCD staff at the time of review. If these rooms are to permanently change programs, update signage to reflect their current designation.
- IHCD recommends redesigning exterior stairs between Crosby Street and the west playground to be safer and easier to use; with handrails on both sides, a stable tread surface, and risers that are not more than seven (7) inches high.
- Off-property tree roots create an exceedingly high slope (40%) at a portion of the route between Crosby Street and the west playground. Consider removing tree roots, reconstructing path, or otherwise providing an accessible route.




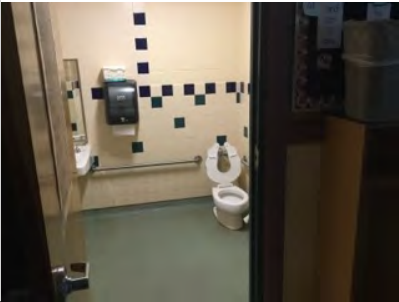


Town of Arlington  
Bishop Elementary School






ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Additional Access												
1	Main Office	1		Sink	N/A		Toe and knee clearances not provided Exposed plumbing underneath sink	- -	Remove cabinet and provide bracing to ensure there is a 25" knee clearance positioned for a forward approach. Insulate or otherwise configure pipes at sink.	1	889	\$889
Additional Access												
2	Nurse's Office	1		Sink	Lab		Toe and knee clearances not provided	-	Remove trash bins to ensure there is a 25" knee clearance positioned for a forward approach.	1	Labor	\$0
Approach and Entrance												
3	Stairwell 1 Exit	1		Emergency Exit	N/A		Emergency exit not on an accessible route Directional sign to accessible emergency exit not provided Tactile exit sign not provided	- -	Provide a directional sign indicating the location of the nearest emergency exit. Provide a tactile exit signs with raised characters and braille at exit doors. Mount signs between 48" - 60" above the finished floor on the latch side of the door.	2	116	\$232
Approach and Entrance												
4	Stairwell 2 Exit	1		Emergency Exit	N/A		Emergency exit not on an accessible route Directional sign to accessible emergency exit not provided Tactile exit sign not provided	- -	Provide a directional sign indicating the location of the nearest emergency exit. Provide a tactile exit signs with raised characters and braille at exit doors. Mount signs between 48" - 60" above the finished floor on the latch side of the door.	2	116	\$232




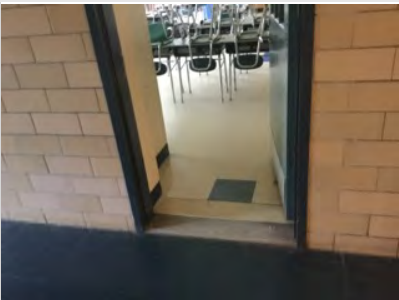



Town of Arlington  
Bishop Elementary School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
5	Classroom 105	1	105	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided	21"	Ensure that at least one desk is accessible.	1	350	\$350
6	Classroom 105	1	105	Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Secure the mat.	1	Labor	\$0
Additional Access												
7	Classroom 105	1	105	Sinks for Children's Use	Sink		Knee or toe clearance not provided		Provide at least one sink with 25" knee and toe clearance positioned for a forward approach. Relocate stored items.	1	Labor	\$0
Access to Goods and Services												
8	Classroom 105 Toilet Room	1	105	Signage	Designation		Not provided	-	Locate signage with raised characters and braille alongside the door on the latch side. After the toilet room is made accessible, provide a sign containing the International Symbol of Accessibility.	1	116	\$116



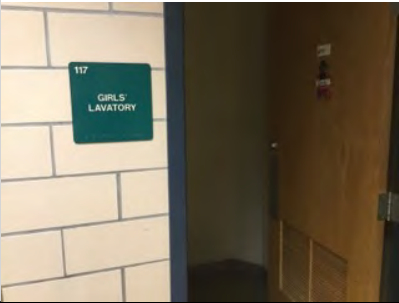

**Town of Arlington  
Bishop Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Toilet Rooms for Children</b>												
9	Classroom 105 Toilet Room	1	105	Single-User Toilet	N/A		Toilet seat < 12" or > 15" high (K - 3) Centerline < 12" or > 15" (K - 3) Side or rear grab bar < 20" or > 25" high (K - 3) Non-compliant toilet paper dispenser	11" 10" 19" -	Toilet room is designed for Pre-K students. To convert for students in Kindergarten: Install a toilet with a seat between 12"- 15" high. Relocate toilet so that the centerline is between 12" and 15" from the side wall. Locate grab bars between 20"- 25" above the floor. Replace toilet paper dispenser if it does not allow continuous paper flow.	1	3556	\$3556
<b>Access to Goods and Services</b>												
10	1st Grade Classroom	1	106	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided	19" wide	Ensure that at least one desk is accessible.	1	350	\$350
11	1st Grade Classroom	1	106	Interior Access Route	N/A		Route < 36" wide	20"	Ensure that a clear width of 36" min. is maintained at the accessible route. Relocate furniture.	1	Labor	\$0
12	1st Grade Classroom	1	106	Interior Access Route	N/A		Route < 36" wide	18"	Ensure that a clear width of 36" min. is maintained at the accessible route. Relocate furniture.	1	Labor	\$0
13	1st Grade Classroom	1	106	Interior Access Route	N/A		Surface not stable, firm, and slip-resistant		Secure the mat.	1	Labor	\$0

Town of Arlington  
Bishop Elementary School


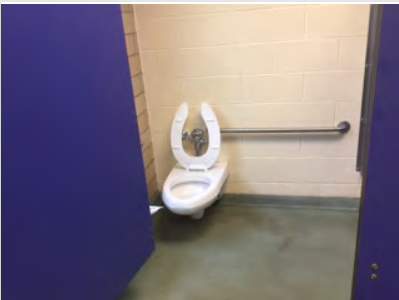
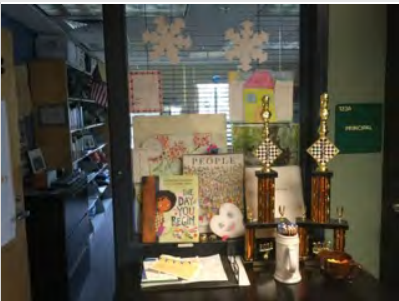
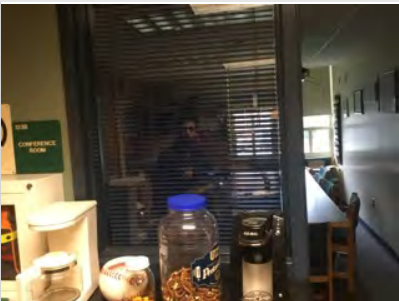
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Additional Access												
14	1st Grade Classroom	1	106	Sink	Classroom		Clear floor space not provided at sink Toe and knee clearances not provided	- -	Reconfigure furniture to provide a 30" by 48" clear floor space positioned for a forward approach.  Remove trash bins to ensure there is a 25" knee clearance positioned for a forward approach.	1	Labor	\$0
Access to Goods and Services												
15	2nd Grade Classroom	1	108	Doors, Doorways, & Gates	Classroom		Threshold not beveled Threshold > 1/2" high	- .75"	Bevel threshold. Alter threshold to be 1/2" high max.	1	75	\$75
16	2nd Grade Classroom	1	108	Operable Parts			Clear floor space is not provided	-	Relocate desks so that there is a 36" wide space in front of the white board.	1	Labor	\$0
17	2nd Grade Classroom	1	108	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided	18" wide	Ensure that at least one work surface is accessible.	1	350	\$350
Additional Access												
18	Drinking Fountain Near Classroom 108	1	108	Drinking Fountains	Low		No drinking fountain provided for standing users	-	Provide an additional drinking fountain for standing users.	1	2014	\$2014

Town of Arlington  
Bishop Elementary School


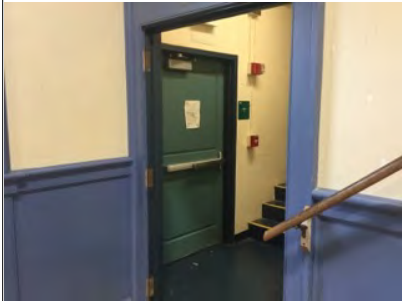


ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
19	Girls' Toilet Room 109	1	109	Signage	Designation		International Symbol of Acc. not compliant	-	After the toilet room is made accessible, provide a sign containing the International Symbol of Accessibility.	1	116	\$116
Approach and Entrance												
20	Exit 4 to Crosby St.	1	110	Emergency Exit	N/A		International Symbol of Acc. not provided Tactile exit sign not provided	-	Provide the International Symbol of Accessibility on the illuminated exit sign above exit doors.  Provide a tactile exit signs with raised characters and braille at exit doors. Mount signs between 48" - 60" above the finished floor on the latch side of the door.	2	116	\$232
Access to Goods and Services												
21	Girls' Toilet Room 117	1	117	Signage	Designation		International Symbol of Acc. not compliant	-	After the toilet room is made accessible, provide a sign containing the International Symbol of Accessibility.	1	116	\$116
Toilet Rooms for Children												
22	Girls' Toilet Room 117	1	117	Toilet Compartment	Accessible Compartment		Door with malfunctioning self-closing hinge Centerline < 12" or > 15" (Ages 5 - 8) Non-compliant toilet paper dispenser	- 16" -	For users in Grades K-3: Repair self-closing hinge. Relocate toilet so that the centerline is between 12" and 15" from the side wall. Replace toilet paper dispenser if it does not allow continuous paper flow.	1	Labor 1767	\$1767








Town of Arlington  
Bishop Elementary School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
23	Boys' Toilet Room 118	1	118	Signage	Designation		International Symbol of Acc. not compliant	-	After the toilet room is made accessible, provide a sign containing the International Symbol of Accessibility.	1	116	\$116
Toilet Rooms for Children												
24	Boys' Toilet Room 118	1	118	Toilet Compartment	Accessible Compartment		Door has incorrect swing Door with malfunctioning self-closing hinge Toilet seat < 12" or > 15" high (Ages 5 - 8) Centerline < 12" or > 15" (Ages 5 - 8) Non-compliant toilet paper dispenser	- - 16" 16" -	For users in Grades K-3: Reverse swing at door and replace keeper. Repair self-closing hinge. Install a toilet with a seat between 12"- 15" high above the finished floor. Relocate toilet so that the centerline is between 12" and 15" from the side wall. Replace toilet paper dispenser if it does not allow continuous paper flow.	1	2978 Labor	\$2978
Access to Goods and Services												
25	Principal's Office	1	123a	Signage	Designation		Sign not located on the latch side of the door	-	Locate sign at permanent rooms alongside the door on the latch side.	1	Labor	\$0
Access to Goods and Services												
26	Conference Room 123b	1	123b	Signage	Designation		Sign not located on the latch side of the door	-	Locate sign at permanent rooms alongside the door on the latch side.	1	Labor	\$0


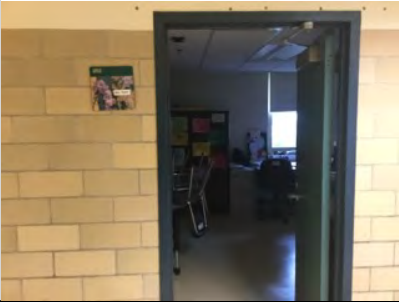

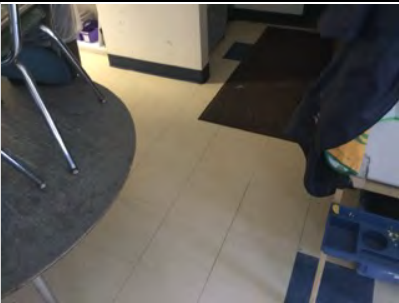
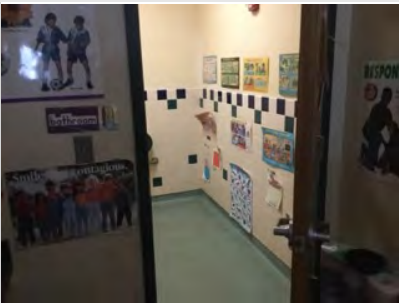
**Town of Arlington  
Bishop Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Access to Goods and Services</b>												
27	Library Media Room	1	124	Interior Access Route	N/A		Route < 36" wide	32"	Ensure that a clear width of 36" min. is maintained at the accessible route. Relocate furniture.	1	Labor	\$0
<b>Approach and Entrance</b>												
28	Gymnasium	1	132	Emergency Exit	N/A		Emergency exit not on an accessible route Directional sign to accessible emergency exit not provided Tactile exit sign not provided	- -	Provide a directional sign indicating the location of the nearest emergency exit. Provide a tactile exit signs with raised characters and braille at exit doors. Mount signs between 48" - 60" above the finished floor on the latch side of the door.	2	116	\$232
<b>Access to Goods and Services</b>												
29	Gymnasium	1	132	Platform Lift or LULA Elevator	Interior		Not in operable working condition Not independently operable	- -	Ensure lift is maintained in operable working condition.  Adjust controls to be independently operable.	1	Labor	\$0
<b>Toilet &amp; Bathing Rooms</b>												
30	First and Second Floor Girls' Toilet Room	1 2	109 209	Dispensers	Paper Towel Dispenser		Not operable with a closed fist Dispenser acts as a protruding object	- 10"	Provide a dispenser that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist. Relocate dispenser out of the circulation path.	2	453	\$906

Town of Arlington  
Bishop Elementary School



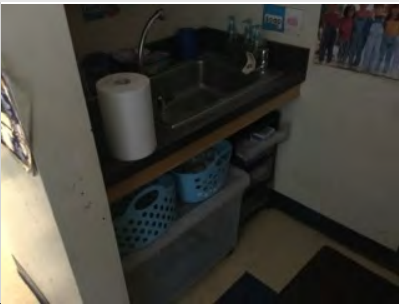
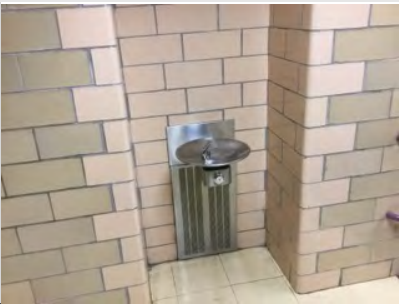
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
31	First and Second Floor Girls' Toilet Room	1 2	109 209	Overall Access	Toilet Room		Accessible plumbing fixtures or stalls not provided	-	Provide one accessible wheelchair stall.	2	3091	\$6182
Toilet & Bathing Rooms												
32	Girls' Toilet Rooms	1 2	109 209	Lavatory	N/A		Clear floor space not provided at lavatory Plumbing underneath is exposed	- -	Provide at least one lavatory with a 30" min. by 48" min. clear floor space positioned for a forward approach. Insulate or otherwise configure pipes to prevent contact at lavatory.	2	46	\$92
Access to Goods and Services												
33	First and Second Floor Boys' Toilet Room	1 2	110 210	Signage	Designation		International Symbol of Acc. not compliant	-	After the toilet room is made accessible, provide a sign containing the International Symbol of Accessibility.	2	116	\$232
Toilet & Bathing Rooms												
34	First and Second Floor Boys' Toilet Room	1 2	110 210	Lavatory	N/A		Plumbing underneath is exposed	-	Insulate or otherwise configure pipes to prevent contact at lavatory.	2	46	\$92
35	First and Second Floor Boys' Toilet Room	1 2	110 210	Dispensers	Paper Towel Dispenser		Not operable with a closed fist Dispenser acts as a protruding object	- 10"	Provide a dispenser that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist. Relocate dispenser out of the circulation path.	2	453	\$906

Town of Arlington  
Bishop Elementary School



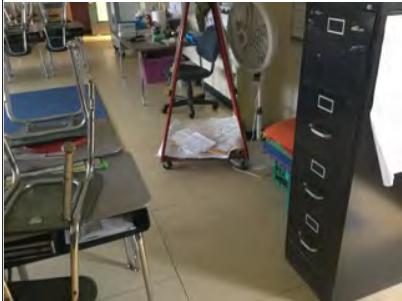


ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
36	First and Second Floor Boys' Toilet Room	1 2	110 210	Overall Access	Toilet Room		Accessible plumbing fixtures or stalls not provided	-	Provide one accessible wheelchair stall.	2	3091	\$6182
Access to Goods and Services												
37	Classroom 202	2	202	Signage	Designation		Raised characters < 48" or > 60" above ground Braille misplaced	68"	Mount signs so that the baseline of the lowest tactile character is 48" min. above finish floor and the baseline of the highest tactile character is 60" max. above finished floor.  Do not block raised characters and/or braille with printed out signs. Replace signage if current designation does not correspond with old sign.	1	116	\$116
Access to Goods and Services												
38	4th Grade Classroom	2	205	Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Secure the mat.	1	Labor	\$0
39	4th Grade Classroom	2	205	Interior Access Route	N/A		Route < 36" wide	22"	Ensure that a clear width of 36" min. is maintained at the accessible route. Relocate furniture.	1	Labor	\$0
Access to Goods and Services												
40	Classroom 205 Toilet Room	2	205	Signage	Designation		Raised characters not provided Braille not provided Non glare finish and contrast not provided	- - -	Provide text with raised characters duplicated in braille. Provide signs with a non-glare finish.	1	116	\$116





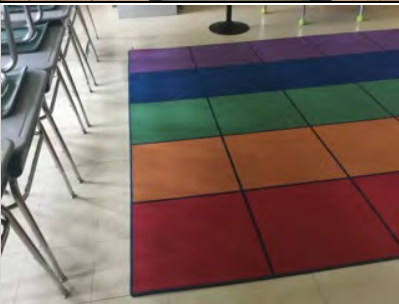
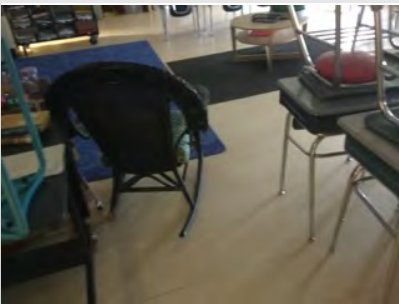

Town of Arlington  
Bishop Elementary School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
41	Classroom 205 Toilet Room	2	205	Doors, Doorways, & Gates	Toilet Room		Clear width at door < 32"	-	Remove cabinet to ensure 32" min. clear width at doorways.	1	Labor	\$0
Toilet Rooms for Children												
42	Classroom 205 Toilet Room	2	205	Single-User Toilet	N/A		Side or rear grab bar < 20" or > 25" high (K - 3) Non-compliant toilet paper dispenser	19" -	Locate grab bar between 20"- 25" above the floor. Relocate toilet paper dispenser so that it is between 14"- 17" above the floor and between 7"- 9" in front of the toilet. Ensure dispensers and other devices are not mounted above grab bars. Replace toilet paper dispenser if it does not allow continuous paper flow.	1	1059	\$1059
Additional Access												
43	Classroom 205 Toilet Room	2	205	Sinks for Children's Use	Sink		Knee or toe clearance not provided		Provide at least one sink with 25" knee and toe clearance positioned for a forward approach. Relocate stored items.	1	Labor	\$0
Additional Access												
44	Drinking Classroom Near 208	2	208	Drinking Fountains	Low		No drinking fountain provided for standing users	-	Install a Hi-Lo drinking fountain.	1	2108	\$2108





**Town of Arlington  
Bishop Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Additional Access</b>												
45	Drinking Fountain Near Classroom 208	2	208	Drinking Fountains	Low		No drinking fountain provided for standing users	-	Provide an additional drinking fountain for standing users.	1	2014	\$2014
<b>Access to Goods and Services</b>												
46	Classroom 211	2	211	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided	19" wide	Ensure that at least two desks are accessible.	2	350	\$700
47	Classroom 211	2	211	Interior Access Route	N/A		Route < 36" wide	20"	Relocate desks to ensure that a clear width of 36" min. is maintained at the accessible route. Relocate furniture.	1	Labor	\$0
48	Classroom 211	2	211	Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Secure the mat.	1	Labor	\$0
49	Classroom 211	2	211	Operable Parts	Equipment		Clear floor space is not provided	-	Reconfigure desk layout to provide a 30" min. by 48" min. clear floor space at laptop trolley.	1	Labor	\$0

Town of Arlington  
Bishop Elementary School



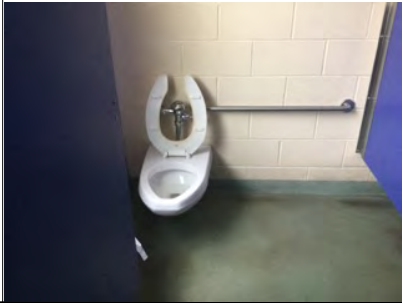

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Additional Access												
50	Classroom 211	2	211	Sink	Classroom		Toe and knee clearances not provided	-	Remove trash bins so that there is a 25" knee clearance positioned for a forward approach.	1	Labor	\$0
Access to Goods and Services												
51	3rd Grade Classroom	2	212	Signage	Designation		Not provided		Locate designation signage with raised characters and braille alongside the door on the latch side.	1	116	\$116
52	3rd Grade Classroom	2	212	Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Secure the mat.	1	Labor	\$0
Access to Goods and Services												
53	3rd Grade Classroom	2	213b	Interior Access Route	N/A		Route < 36" wide	-	Ensure that a clear width of 36" min. is maintained at the accessible route. Relocate furniture.	1	Labor	\$0
54	3rd Grade Classroom	2	213b	Operable Parts	Cubbies		Element not on an accessible route Clear floor space is not provided	- -	Reconfigure desks to ensure student cubbies are located on an accessible route.  Provide a 30" min. by 48" min. clear floor space at the cubbie counter.	1	Labor	\$0

Town of Arlington  
Bishop Elementary School

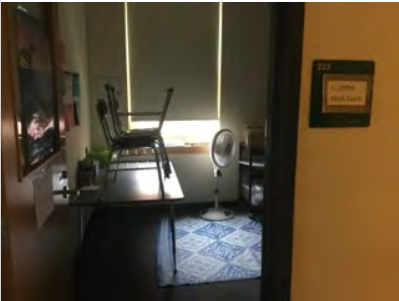



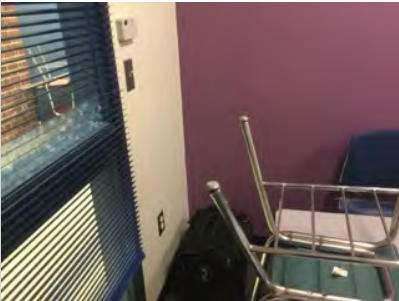
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
55	3rd Grade Classroom	2	213b	Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Secure the mat.	2	Labor	\$0
Additional Access												
56	3rd Grade Classroom	2	213b	Sink	Classroom		Toe and knee clearances not provided	-	Remove trash bins to ensure there is a 25" knee clearance positioned for a forward approach.	1	Labor	\$0
Toilet & Bathing Rooms												
57	Girls' Toilet Room 217	2	217	Overall Access	Toilet Room		Accessible plumbing fixtures or stalls not provided	-	Repair broken accessible lavatory.	1	Labor	\$0
Toilet Rooms for Children												
58	Girls' Toilet Room 217	2	217	Toilet Compartment	Accessible Compartment		Non-compliant toilet paper dispenser	-	Replace dispenser if it does not allow continuous paper flow.	1	353	\$353







Town of Arlington  
Bishop Elementary School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
59	Second Floor Girls' Toilet Room	2	217	Signage	Designation		International Symbol of Acc. not compliant	-	After the toilet room is made accessible, provide a sign containing the International Symbol of Accessibility.	1	116	\$116
Access to Goods and Services												
60	Boys' Toilet Room 218	2	218	Signage	Designation		International Symbol of Acc. not compliant	-	After the toilet room is made accessible, provide a sign containing the International Symbol of Accessibility.	1	116	\$116
Toilet Rooms for Children												
61	Boys' Toilet Room 218	2	218	Toilet Compartment	Accessible Compartment		Door has incorrect swing Door with malfunctioning self-closing hinge Side or rear grab bar < 25" or > 27" high (Ages 9 - 12) Non-compliant toilet paper dispenser	- - 24" -	For users in Grades 3-5: Reverse swing at door and replace keeper. Repair self-closing hinge. Relocate grab bars to 25"- 27" above the floor. Replace toilet paper dispenser if it does not allow continuous paper flow.	1	1187 Labor	\$1187
Best Practice												
62	One-on-One Work Room	2	222		Seating				Best Practice: Consider providing a variety of seating options with and without arms, backs, and at various heights.	1	-	\$0





Town of Arlington  
Bishop Elementary School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
63	Speech Coach Office	2	223	Signage	Designation		Braille misplaced		Do not block raised characters and/or braille with printed out signs. Replace signage if current designation does not correspond with old sign.	1	116	\$116
64	Speech Coach Office	2	223	Interior Access Route	N/A		Route < 36" wide Surface not stable, firm, and slip-resistant	26" -	Ensure that a clear width of 36" min. is maintained at the accessible route. Relocate furniture. Secure the mat.	1	Labor	\$0
Access to Goods and Services												
65	Learning Center	2	225	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided	24" wide	Ensure that at least one testing desk is accessible.	1	350	\$350
Access to Goods and Services												
66	Conference Room 226	2	226	Signage	Designation		Raised characters not provided	-	Replace sign, as current sign has broken raised characters.	1	116	\$116
67	Conference Room 226	2	226	Operable Parts	Switch		Element not on an accessible route Clear floor space is not provided	- -	Reconfigure furniture layout to ensure light switch located on an accessible route. Provide a 30" min. by 48" min. clear floor space at the light switch.	1	Labor	\$0

Town of Arlington  
Bishop Elementary School




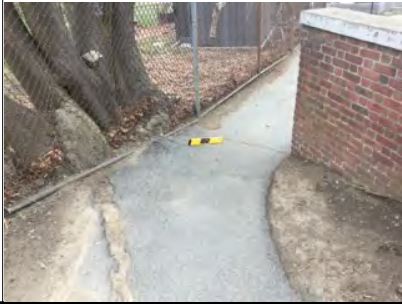
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
68	Computer/ Art Room	2	227	Operable Parts	Whiteboard		Clear floor space is not provided	-	Reconfigure desks so that there is 36" min. clear width at the white board.	1	Labor	\$0
Additional Access												
69	Computer/ Art Room	2	227	Sink	Classroom		Toe and knee clearances not provided	-	Remove cabinet and provide bracing to ensure that there is a 25" knee clearance positioned for a forward approach.	1	843	\$843
Best Practice												
70	Computer/ Art Room	2	227		Signage				Best Practice: This sign does not reflect the program observed by IHCD staff at the time of review. If this room is to permanently change programs, update signage to reflect the current designation.	1	-	\$0
Best Practice												
71	Science/ Music Room	2	228		Signage				Best Practice: The sign for this room does not reflect the program observed by IHCD staff at the time of review. If this room is to permanently change programs, update signage to reflect the current designation.	1	-	\$0

Town of Arlington  
Bishop Elementary School



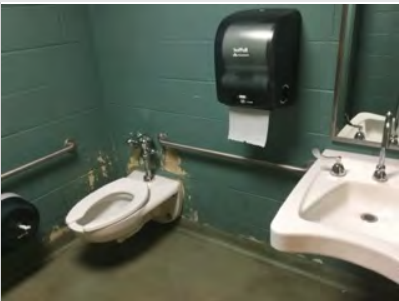
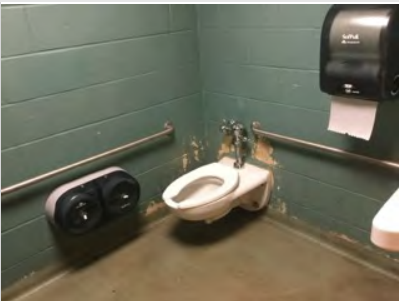
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
72	Garden Near Main Entrance	Ext.		Exterior Access Route	Exterior		Accessible route not provided	-	Ensure an accessible route is provided.  (Cost estimate based on the installation of 20 ft. of stone dust path.)	1	456	\$456
73	Garden Near Main Entrance	Ext.		Exterior Access Route	Exterior		Exterior route < 36" wide Surface is not stable, firm, and slip-resistant	29" -	Redesign this garden to be 48" wide and maintained with stone dust paths.  (Cost estimate for 300 sq. ft. of stone dust.)	1	2278	\$2278
Approach and Entrance												
74	Garden Near West Playground	Ext.		Exterior Access Route	Exterior		Surface is not stable, firm, and slip-resistant	-	Provide a surface that is stable, firm, and slip resistant.  (Cost estimate based on the installation of 200 sq. ft. of stone dust.)	1	1518	\$1518
Access to Goods and Services												
75	Garden Near West Playground	Ext.		Doors, Doorways, & Gates	Other		10" solid surface not provided	- -	Swinging door and gate surfaces within 10 inches of the finished floor or ground measured vertically shall have a smooth surface on the push side extending the full width of the door or gate.	1	158	\$158



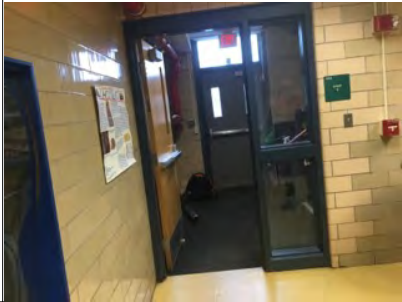



Town of Arlington  
Bishop Elementary School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
76	Parking Lot	Ext.		Off-Street Parking Lot or Garage	Visitor		Running or cross slope at access aisle > 1:50 (2.00%) Sign does not have the designation "Van Accessible" Sign bottom < 60" above finished grade	4% - 44"	Reduce running or cross slope to be no steeper than 1:50 (2.00%). Add the designation "Van Accessible" to the sign located at the van accessible space. Locate sign with the bottom of the sign 60" above the ground.	1	1076	\$1076
Access to Goods and Services												
77	Picnic Tables Near Garden	Ext.		Picnic Tables	N/A		At least 5% accessible spaces not provided Picnic table not on an accessible route	- -	Ensure that at least 5% (minimum one) of dining surfaces are accessible. Ensure that the dining surface is connected to an accessible route. (Cost estimate based on an accessible picnic table and a 10' long stone dust path.)	1	1628	\$1628
Best Practice												
78	Route From Crosby St. to West Playground	Ext.			Stairs			-	Best Practice: IHCD recommends redesigning stairs to be safer and easier to use; with handrails on both sides, a stable tread surface, and risers that are not more than 7 inches high.	1	-	\$0
79	Route From Crosby St. to West Playground	Ext.			Access Routes			-	Best Practice: Off-property tree roots create an exceedingly high slope (40%) at this portion of the route. Consider removing tree roots, reconstructing path, or otherwise providing an accessible route.	1	-	\$0





Town of Arlington  
Bishop Elementary School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
80	Route From Parking Lot to Stowecroft St.	Ext.		Exterior Access Route	Walkway		Route not maintained in operable working condition	-	Ensure the accessible route is maintained in operable working condition.  (Cost estimate based on 3 linear ft. of asphalt.)	1	78	\$78
Access to Goods and Services												
81	Boys' Toilet Room Near Cafeteria	G	G01	Signage	Designation		International Symbol of Acc. not compliant	-	After the toilet room is made accessible, provide a sign containing the International Symbol of Accessibility.	1	116	\$116
Toilet Rooms for Children												
82	Boys' and Girls' Toilet Room Near Cafeteria	G	G01	Paper Towel Dispenser	N/A		Dispenser located above grab bar	-	Relocate the paper towel dispenser so that it is not mounted above the grab bar and obstruct its use.	2	353	\$706
Toilet & Bathing Rooms												
83	Boys' Toilet Room Near Cafeteria	G	G01	Single-User Toilet	N/A		Toilet paper dispenser is not compliant	-	Replace toilet paper dispenser if it does not allow continuous paper flow.	1	353	\$353


Town of Arlington  
Bishop Elementary School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
84	Exit to Playground Near G01, G02 Toilet Rooms	G	G01	Emergency Exit	N/A		International Symbol of Acc. not provided Tactile exit sign not provided	-	Provide the International Symbol of Accessibility on the illuminated exit sign above exit doors.  Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48" - 60" above the finished floor on the latch side of the door.	2	116	\$232
Access to Goods and Services												
85	Girls' Single-User Toilet Room Near Cafeteria	G	G02	Signage	Designation		International Symbol of Acc. not compliant	-	After the toilet room is made accessible, provide a sign containing the International Symbol of Accessibility.	1	116	\$116
Toilet & Bathing Rooms												
86	Girls' Single-User Toilet Room Near Cafeteria	G	G02	Single-User Toilet	N/A		Toilet paper dispenser is not compliant	-	Replace toilet paper dispenser if it does not allow continuous paper flow.	1	353	\$353
Approach and Entrance												
87	OT/PT Room	G	G07a	Emergency Exit	N/A		International Symbol of Acc. not provided Tactile exit sign not provided	-	Provide the International Symbol of Accessibility on the illuminated exit sign above exit doors.  Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48" - 60" above the finish floor on the latch side of the door.	2	116	\$232

Town of Arlington  
Bishop Elementary School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
88	OT/PT Room	G	G07a	Signage	Designation		Braille misplaced	-	Do not block raised characters and/or braille with printed out signs. Replace signage if current designation does not correspond with old sign.	1	116	\$116
Additional Access												
89	OT/PT Room	G	G07a	Sink	Classroom		Toe and knee clearances not provided Exposed plumbing underneath sink	- -	Remove trash bin and garbage disposal to ensure there is a 27" knee clearance positioned for a forward approach. Insulate or otherwise configure pipes at sink.	1	46	\$46
Approach and Entrance												
90	Cafeteria	G	G08	Emergency Exit	N/A		International Symbol of Acc. not provided Tactile exit sign not provided	-	Provide the International Symbol of Accessibility on the illuminated exit sign above exit doors.  Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48" - 60" above the finished floor on the latch side of the door.	2	116	\$232
Access to Goods and Services												
91	5th Grade Classroom	G	G11	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided	18" wide	Ensure that at least one desk is accessible.	1	350	\$350

Town of Arlington  
Bishop Elementary School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Additional Access												
92	5th Grade Classroom	G	G11	Sink	Classroom		Toe and knee clearances not provided	-	Remove trash bins so that there is a 25" knee clearance positioned for a forward approach.	1	Labor	\$0



# Brackett Elementary School



## Town of Arlington ADA Transition Plan

November 2019



Institute for Human Centered Design

200 Portland Street, Boston, MA 02114  
www.IHCDesign.org • info@IHCDesign.org  
617-695-1225 voice/tty

### Brackett Elementary School

Year Built: 2000

#### Background

The Brackett Elementary School is a K-5 educational building located at 66 Eastern Avenue. The building has three (3) stories. The ground floor houses the general office, conference room, a nurse’s office/exam room (with a toilet room), the Sammarco Gymnasium, a cafeteria with stage, first grade rooms/resource room, fifth grade rooms, three (3) kindergarten rooms, and toilet rooms. Second floor areas include third grade rooms, fourth grade rooms, the library with conference rooms, math rooms, science rooms, and toilet rooms. Third floor spaces include third grade rooms, fourth grade rooms, fifth grade rooms, and a counseling room. Vertical circulation is provided by three (3) stairwells; one (1) on the south near the entrance, and two (2) on the north side near the parking lots. The building also has an elevator that services all floors.

Parking for the building is provided by a small lot off of Fayette Street with 40 spaces, of which two (2) are car-accessible parking spaces. Additional outdoor amenities include two (2) playgrounds, as well as a basketball court.

There is one (1) main entrance overlooking Eastern Avenue, and a total of nine (9) emergency exits; two (2) lead to the parking lot, one (1) leads to Eastern Avenue, one (1) exits from the cafeteria to the east, two (2) exits from the gymnasium to the south, and three (3) exits from kindergarten classrooms on the west side of the building.

#### Key Accessibility Issues

##### Exterior Access Routes

Accessibility issues include deteriorated asphalt on the basketball court, and an excessive running slope on the walkway from the Stair 3 emergency exit route.

##### Curb Ramps

Accessibility issues include an excessive running slope at the curb ramp in the parking lot.

##### Parking

Accessibility issues include a lack of compliant signage at one (1) car-accessible parking space, and the lack of one (1) compliant van-accessible space (including the lack of signage and a compliant access aisle). In addition, the car-accessible parking space is less than the required 96 inches minimum wide and the access aisle does not adjoin a curb cut.

##### Emergency Exits

Accessibility issues include a lack of tactile exit signs at all exits. Additionally, exits that are accessible lack the International Symbol of Accessibility on the illuminated exit sign. Exits that are not accessible lack a directional sign to the accessible exit. Mats at a few exits are not properly secured to the floor.

##### Designation and Directional Signage

Accessibility issues include: designation signs that are not located directly on the wall adjacent to the latch side of the door, and designation signs that lack raised characters and braille. When the noncompliant toilet rooms are made accessible, toilet room signage should be replaced with a sign containing the International Symbol of Accessibility (ISA).

##### Work Surfaces

Accessibility issues include a lack of accessible desks for children with 24” knee clearance min, and 30” min. width in multiple classrooms.

##### Toilet Rooms

Accessibility issues include toilets that are mounted with their centerlines further from the side wall than required, toilet seats that are located higher than required, grab bars that are less than 42 inches long minimum, and grab bars that are mounted too low or too high. At least one urinal with the rim no higher than 15” above the finished floor is not provided in the boys’ room near the cafeteria. Some lavatories lack toe and knee clearance. Toilet paper dispensers used throughout the school are not compliant

as they do not permit continual paper flow. Additional issues include dispensers that act as protruding objects.

Sinks

Sinks in classrooms and the nurse’s office lack knee and toe clearance. Additionally, the sink in classroom 306 has exposed pipes, and is mounted higher than 30 inches above finished floor.

Play Areas

Accessibility issues include a lack an accessible surface to each play component.

**Note:** The Massachusetts Architectural Access Board (MAAB) does not consider engineered wood fiber (EWF) to comply with its regulation requiring an accessible route to each play component.

Order of Magnitude Cost Estimates

- Exterior access route renovations: \$1,553
- Reconstruct one (1) curb ramp: \$2,800
- Provide emergency exit signage: \$1,856
- Provide compliant designation signage: \$580
- Provide compliant work surfaces in classrooms: \$2,800
- Toilet room renovations: \$24,993
- Renovate sinks in classrooms and the nurse’s office: \$10,023
- Provide an accessible route to each play component: \$23,240
- Miscellaneous corrective actions (parking, mats, operable parts, etc.): \$950
- Provide an automatic door opener at the main entrance as people who cannot use their arms may need to get in the building. Provide a door bell as a backup for times when the automatic door opener is out of service.\* (Priority of the Disability Commission): \$1,850


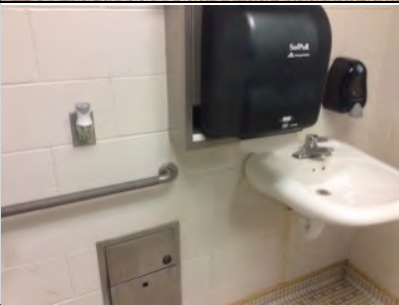
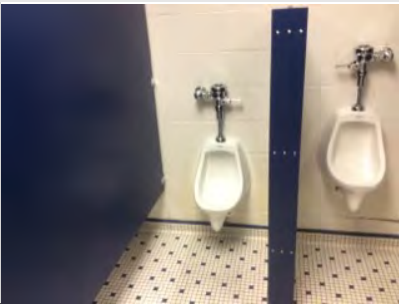

Total: \$70,645

Best Practice and Inclusive Design

Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.



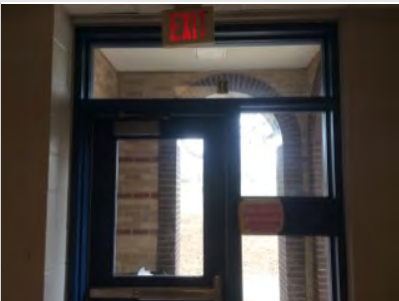

- Recommend providing signage in the cafeteria that directs users to the accessible stage entrance at the rear of the stage.
- Some sign text and braille do not match the program of the room observed by IHCD staff. If this room is to permanently become the nurse's office, provide a new sign.
- Ensure that lighting fixtures are in adequate working condition. Some toilet room lights were out at the time of the survey.
- IHCD strongly recommends repairing stairs where the concrete is spalling.
- Although the playground does need an accessible route to each play component, IHCD is encouraged to see that an accessible route is provided around each playground at this school.

**Town of Arlington  
Brackett Elementary School**




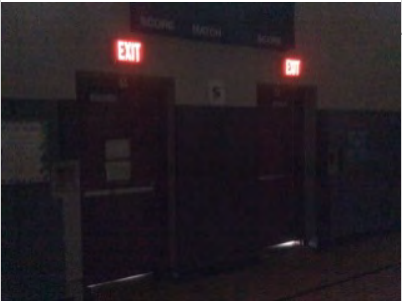
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Toilet &amp; Bathing Rooms</b>												
1	All-Gender Toilet Room in 5th Grade Classroom	1		Single-User Toilet	N/A		Centerline < or > 18" (MAAB) Toilet paper dispenser is not compliant	19" -	Relocate toilet so that the centerline is 18" from the side wall. Replace toilet paper dispenser with one that allows continuous paper flow.	1	1767	\$1767
2	All-Gender Toilet Room in 5th Grade Classroom	1		Dispensers	Paper Towel Dispenser		Dispenser is a protruding object	-	Relocate dispenser out of the circulation path and/or provide a low-profile dispenser.	1	353	\$353
<b>Toilet &amp; Bathing Rooms</b>												
3	Boys' Toilet Room Near Cafeteria	1		Urinal	N/A		Rim > 15" high (MAAB)	16"	Provide at least one urinal with the rim no higher than 15" above the finished floor.	1	1624	\$1624
<b>Toilet Rooms for Children</b>												
4	Boys' Toilet Room Near Cafeteria	1		Toilet Compartment	Accessible Compartment		Side or rear grab bar < 42" long Side or rear grab bar < 25" or > 27" high (Ages 9 - 12) Non-compliant toilet paper dispenser	36" 30" -	Provide a side wall grab bar that is 42" long located 6" max. from the interior corner. Relocate both grab bars to 25"- 27" above the finished floor. Replace toilet paper dispenser with one that allows continuous paper flow.	1	1508	\$1508




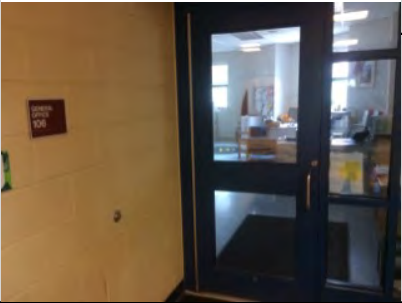
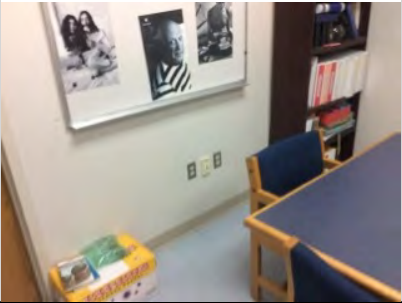

Town of Arlington  
Brackett Elementary School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Toilet Rooms for Children												
5	Girls' Toilet Room Near Cafeteria	1		Toilet Compartment	Accessible Compartment		Side or rear grab bar < 42" long Side or rear grab bar < 25" or > 27" high (Ages 9 - 12) Centerline < 15" or > 18" (Ages 9 - 12) Non-compliant toilet paper dispenser	36" 30" 19" -	Provide a side wall grab bar that is 42" long located 6" max. from the interior corner. Relocate grab bars to 25"- 27" above the floor. Relocate toilet so that the centerline is between 15" and 18" from the side wall. Replace toilet paper dispenser with one that allows continuous paper flow.	1	2922	\$2922
Best Practice												
6	Main Entrance	1							Provide an automatic door opener at the main entrance as people who cannot use their arms may need to get in the building. Provide a door bell as a back up for times when the automatic door opener is out of service. * (Priority of the Disability Commission)	1	1830	\$1830
Approach and Entrance												
7	Staff Emergency Exit	1		Emergency Exit	N/A		International Symbol of Acc. not provided Tactile exit sign not provided	- -	Provide an illuminated sign with the International Symbol of Accessibility. Provide a tactile exit sign with raised characters and braille are provided at exit doors. Mount signs between 48" - 60" above the finished floor on the latch side of the door.	1	232	\$232
Approach and Entrance												
8	Stair 3 Exit	1		Emergency Exit	N/A		International Symbol of Acc. not provided Tactile exit sign not provided	- -	Provide an illuminated sign with the International Symbol of Accessibility. Provide a tactile exit sign with raised characters and braille are provided at exit doors. Mount signs between 48" - 60" above the finished floor on the latch side of the door.	1	232	\$232





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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
9	Cafeteria	1	103	Emergency Exit	N/A		International Symbol of Acc. not provided Tactile exit sign not provided	- -	Provide an illuminated sign with the International Symbol of Accessibility. Provide a tactile exit sign with raised characters and braille are provided at exit doors. Mount signs between 48" - 60" above the finished floor on the latch side of the door.	1	232	\$232
Best Practice												
10	Cafeteria	1	103		Stairs				Best Practice: Recommend providing signage in the cafeteria that directs users to the accessible stage entrance at the rear of the stage.	1	-	\$0
Approach and Entrance												
11	Exit Near Stair 2	1	103	Emergency Exit	N/A		International Symbol of Acc. not provided Tactile exit sign not provided	-	Provide an illuminated sign with the International Symbol of Accessibility. Provide a tactile exit sign with raised characters and braille are provided at exit doors. Mount signs between 48" - 60" above the finished floor on the latch side of the door.	1	232	\$232
Approach and Entrance												
12	Sammarco Gymnasium	1	105	Emergency Exit	N/A		Directional sign to accessible emergency exit not provided Tactile exit sign not provided	-	Provide a directional sign indicating the location of the nearest emergency exit. Provide a tactile exit sign with raised characters and braille are provided at exit doors. Mount signs between 48" - 60" above the finished floor on the latch side of the door.	2	116	\$232

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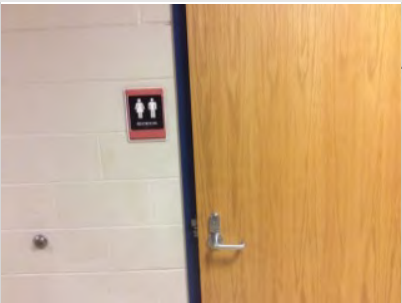

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
13	Sammarco Gymnasium	1	105	Signage	Designation		Sign not located on the latch side of the door	-	Locate sign at permanent rooms alongside the door on the latch side. Where a tactile sign is provided at double doors with two active leafs, the sign shall be located to the right of the right hand door.	1	Labor	\$0
Access to Goods and Services												
14	General Office	1	106	Signage	Designation		Sign not located on the latch side of the door	-	Locate sign at permanent rooms alongside the door on the latch side.	1	Labor	\$0
Access to Goods and Services												
15	Conference Room	1	106B	Operable Parts	Other		Clear floor space is not provided	-	Reconfigure room layout to provide a 30" min. by 48" min. clear floor space at the white board.	1	Labor	\$0
16	Conference Room	1	106B	Doors, Doorways, & Gates	Circulation		Maneuvering clearance(s) not provided		Relocate the file cabinet if this door is in use.	1	Labor	\$0

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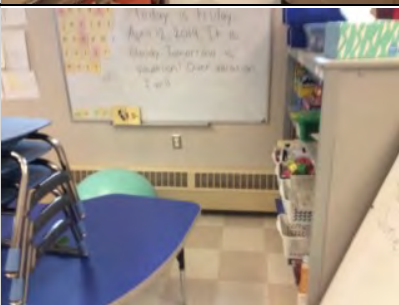


ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Additional Access												
17	Exam Room/ Nurse's Office	1	106D	Sink	Classroom		Toe and knee clearances not provided	-	If used by the public, ensure there is a 27" knee clearance positioned for a forward approach.	1	843	\$843
Best Practice												
18	Exam Room/ Nurse's Office	1	106D		Signage				Best Practice: Sign text and braille do not match the program of the room observed by IHCD staff. If this room is to permanently become the nurse's office, provide a new sign.	1	-	\$0
Toilet & Bathing Rooms												
19	Exam Room/ Nurse's Office Toilet	1	106D	Lavatory	N/A		Toe or knee clearances not provided	-	Remove items at the base of the lavatory to provide toe and knee clearance.	1	Labor	\$0
20	Exam Room/ Nurse's Office Toilet	1	106D	Single-User Toilet	N/A		Clearance at toilet < 60" clear width Toilet paper dispenser is not compliant	- -	Remove cabinet to provide a clear width at that toilet that is 60" wide min.  Replace toilet paper dispenser with one that allows continuous paper flow.	1	353	\$353




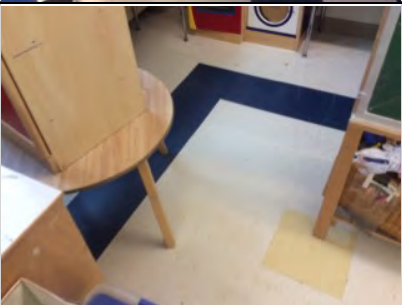
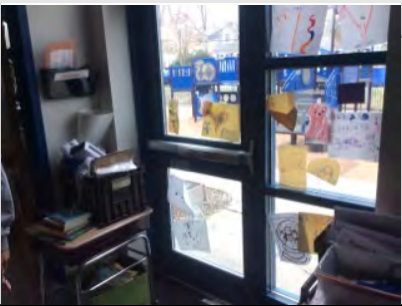

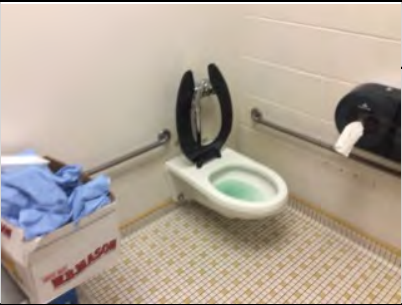
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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
21	5th Grade Classroom	1	111	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided	-	Provide at least one (1) accessible table with 24" min. knee clearance and 30" min. clear width. Ensure accessible work surfaces are well integrated with class seating plans.	1	350	\$350
Additional Access												
22	5th Grade Classroom	1	111	Sinks for Children's Use	543		Knee or toe clearance not provided	-	Provide at least one sink with 25" knee and toe clearance positioned for a forward approach.	1	843	\$843
Access to Goods and Services												
23	All-Gender Toilet Room in 5th Grade Classroom	1	111	Signage	Designation		Raised characters not provided Braille not provided International Symbol of Acc. not compliant	- - -	After toilet room is made accessible, replace paper sign with a sign containing the International Symbol of Accessibility, as well as raised characters duplicated in braille.	1	116	\$116
Access to Goods and Services												
24	5th Grade Classroom, Kindergarten 119	1	111 119	Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Secure the mats.	3	Labor	\$0

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
25	1st Grade Classroom/ Resource Room	1	117	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided	-	Provide at least one (1) accessible table with 24" min. knee clearance and 30" min. clear width. Ensure accessible work surfaces are well integrated with class seating plans.	1	350	\$350
26	1st Grade Classroom/ Resource Room	1	117	Interior Access Route	N/A		Route < 36" wide	16"	Rearrange furniture so that a clear width of 36" min. is maintained at the accessible route to the book area.	1	Labor	\$0
27	1st Grade Classroom/ Resource Room	1	117	Interior Access Route	N/A		Accessible route not provided	-	Rearrange furniture so that a clear width of 36" min. is maintained at the accessible route to the white board.	1	Labor	\$0
Additional Access												
28	1st Grade Classroom/ Resource Room	1	117	Sinks for Children's Use	Classroom		Knee or toe clearance not provided Clear floor space not provided	-	Provide at least one sink with 25" knee and toe clearance positioned for a forward approach.  Remove trash can to provide a 30" x 48" clear floor space at the sink.	1	843	\$843
Approach and Entrance												
29	Kindergarten 119	1	119	Emergency Exit	N/A		International Symbol of Acc. not provided Tactile exit sign not provided Mat not securely attached	- - -	Provide an illuminated sign with the International Symbol of Accessibility. Provide a tactile exit sign with raised characters and braille are provided at exit doors. Mount signs between 48" - 60" above the finished floor on the latch side of the door. Secure the mat.	1	232	\$232

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
30	Kindergarten Classroom	1	119	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided	-	Relocate furniture allow for maneuvering clearance at the door. (48" clear recommended in front of the door).	1	Labor	\$0
31	Kindergarten Classroom	1	119	Interior Access Route	N/A		Route < 36" wide	22"	Rearrange furniture so that a clear width of 36" min. is maintained at the accessible route to the play area.	1	Labor	\$0
Approach and Entrance												
32	Kindergarten 120	1	120	Emergency Exit	N/A		International Symbol of Acc. not provided Tactile exit sign not provided Mat not securely attached	<ul style="list-style-type: none"><li>-</li><li>-</li><li>-</li></ul>	Provide an illuminated sign with the International Symbol of Accessibility. Provide a tactile exit sign with raised characters and braille are provided at exit doors. Mount signs between 48" - 60" above the finished floor on the latch side of the door. Secure the mat.	1	232	\$232
Toilet Rooms for Children												
33	Kindergarten 120 Toilet Room	1	120	Lavatory	N/A		Toe or knee clearances not provided		Provide at least one lavatory with 25" min. knee clearance positioned for a forward approach. Relocate stored items.	1	Labor	\$0
34	Kindergarten 120 Toilet Room	1	120	Single-User Toilet	N/A		Toilet seat < 11" or > 12" high (Pre-K) Non-compliant toilet paper dispenser	15" -	Install a toilet with a seat between 11"- 12" high above the finished floor. Replace toilet paper dispenser with one that allows continuous paper flow and locate this dispenser under the grab bar.	1	1436	\$1436




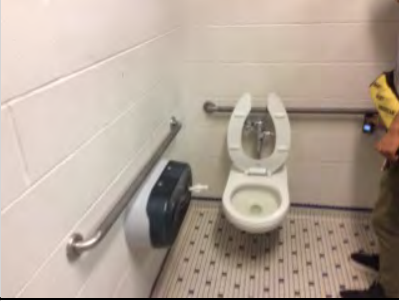



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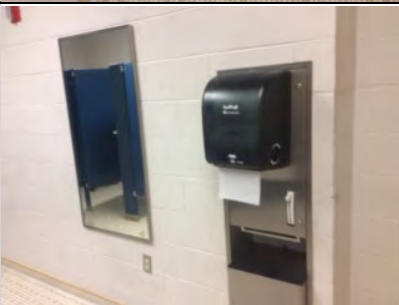
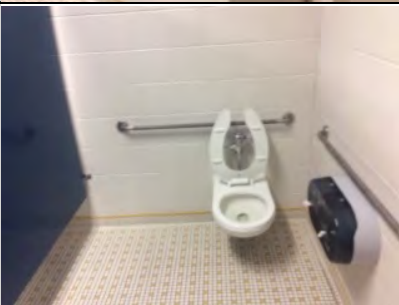


ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
35	Kindergarten Classroom	1	120	Interior Access Route	N/A		Route < 36" wide	33"	Reconfigure room to ensure that a clear width of 36" min. is maintained at the accessible route to the exit door	1	Labor	\$0
Approach and Entrance												
36	Kindergarten 121	1	121	Emergency Exit	N/A		International Symbol of Acc. not provided Tactile exit sign not provided Mat not securely attached Maneuvering clearance(s) not provided	- - - -	Provide an illuminated sign with the International Symbol of Accessibility. Provide a tactile exit sign with raised characters and braille are provided at exit doors. Mount signs between 48" - 60" above the finish floor on the latch side of the door. Remove the furniture to provide maneuvering clearance at the door. Secure the mat.	1	232	\$232
Access to Goods and Services												
37	All-Gender Second Floor Toilet Room	2		Signage	Designation		Raised characters not provided Braille not provided International Symbol of Acc. not compliant	- - -	After toilet room is made accessible, replace paper sign with a sign containing the International Symbol of Accessibility, as well as raised characters duplicated in braille.	2	116	\$232
Toilet & Bathing Rooms												
38	All-Gender Second Floor Toilet Room	2		Single-User Toilet	N/A		Centerline < or > 18" (MAAB) Toilet paper dispenser is not compliant	19" -	Relocate toilet so that the centerline is 18" from the side wall. Replace toilet paper dispenser with one that allows continuous paper flow.	1	1767	\$1767



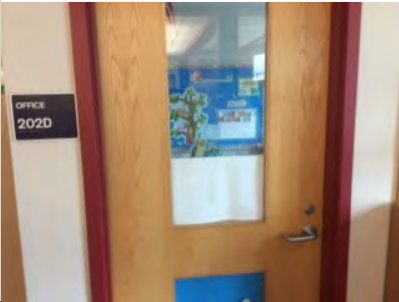

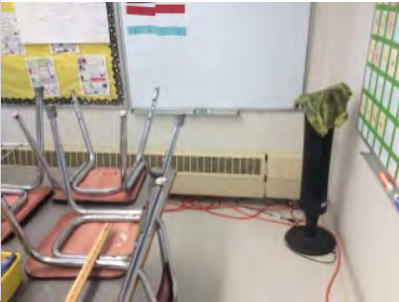

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
39	All-Gender Second Floor Toilet Room	2		Dispensers	Paper Towel Dispenser		Dispenser acts as a protruding object	-	Relocate dispenser out of the circulation path and/or provide a low-profile dispenser.	1	353	\$353
Toilet Rooms for Children												
40	Boys' Second Floor Toilet Room	2		Lavatory	N/A		Exposed plumbing underneath	-	Insulate or otherwise configure pipes to prevent contact, for at least one lavatory.	1	46	\$46
41	Boys' Second Floor Toilet Room	2		Urinal	N/A		Rim > 15" high (MAAB)	16"	Provide at least one urinal with the rim no higher than 15" above the finished floor.	1	1624	\$1624
42	Boys' Second Floor Toilet Room	2		Toilet Compartment	Accessible Compartment		Side or rear grab bar < 20" or > 25" high (Ages 5 - 8) Non-compliant toilet paper dispenser	30" -	Relocate grab bars to 20"- 25" above the floor. Replace toilet paper dispenser with one that allows continuous paper flow.	1	1059	\$1059
43	Boys' Second Floor Toilet Room	2		Dispensers	Paper Towel Dispenser		Dispenser acts as a protruding object	-	Relocate dispenser out of the circulation path or provide a low-profile dispenser.	1	353	\$353


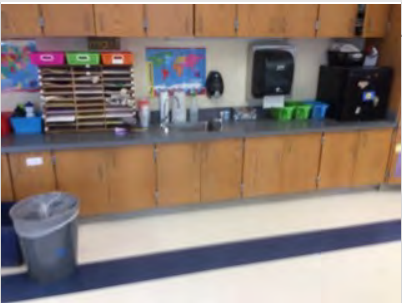

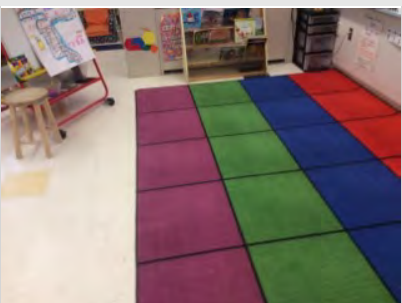
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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Toilet Rooms for Children</b>												
44	Girls' Second Floor Toilet Room	2		Lavatory	N/A		Exposed plumbing underneath	-	Insulate or otherwise configure pipes to prevent contact, for at least one lavatory.	1	46	\$46
45	Girls' Second Floor Toilet Room	2		Dispensers	Paper Towel Dispenser		Dispenser acts as a protruding object	-	Relocate dispenser out of the circulation path or provide a low-profile dispenser.	1	353	\$353
46	Girls' Second Floor Toilet Room	2		Toilet Compartment	Accessible Compartment		Side or rear grab bar < 25" or > 27" high (Ages 9 - 12) Centerline < 15" or > 18" (Ages 9 - 12) Non-compliant toilet paper dispenser	30" 19" -	Relocate grab bars to 25"- 27" above the floor.  Relocate the toilet so that the centerline is between 15" and 18" from the side wall.  Replace toilet paper dispenser with one that allows continuous paper flow.	1	1895	\$1895
<b>Access to Goods and Services</b>												
47	Math Room	2	201	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided	-	Provide at least one (1) accessible desk with 24" min. knee clearance and 30" min. clear width. Ensure accessible work surfaces are well integrated with class seating plans.	1	350	\$350
48	Math Room	2	201	Interior Access Route	N/A		Route < 36" wide	24"	Reconfigure room to ensure that there is a clear width of 36" min. between desks.	1	Labor	\$0

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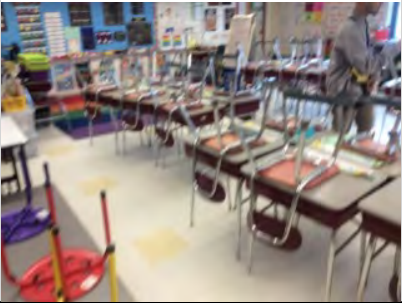

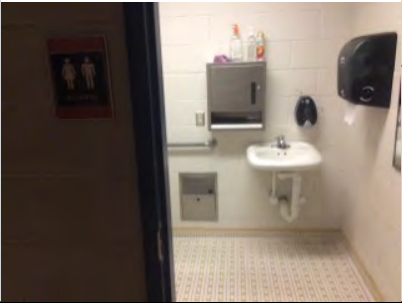
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
49	Library Office	2	202D	Signage	Designation		Sign not located on the latch side of the door	-	Locate sign at permanent rooms alongside the door on the latch side.	1	Labor	\$0
50	Library Office	2	202D	Operable Parts	Other		Clear floor space is not provided	-	Provide a 30" min. by 48" min. clear floor space at the white board.	1	Labor	\$0
Access to Goods and Services												
51	Science Room	2	204	Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Relocate the cables.	1	Labor	\$0
Additional Access												
52	Science Room	2	204	Sinks for Children's Use	Classroom		Knee or toe clearance not provided	-	Provide at least one sink with 25" knee and toe clearance positioned for a forward approach.	1	843	\$843

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
53	4th Grade Classroom	2	205	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided	-	Provide at least one (1) accessible table with 24" min. knee clearance and 30" min. clear width. Ensure accessible work surfaces are well integrated with class seating plans.	1	350	\$350
Additional Access												
54	4th Grade Classroom	2	205	Sinks for Children's Use	Classroom		Knee or toe clearance not provided	-	Provide at least one sink with 25" knee and toe clearance positioned for a forward approach.	1	843	\$843
Additional Access												
55	3rd Grade Classroom	2	219	Sinks for Children's Use	Classroom		Knee or toe clearance not provided	-	Provide at least one sink with 25" knee and toe clearance positioned for a forward approach.	1	843	\$843
Access to Goods and Services												
56	3rd Grade Classroom, Classroom 220, 4th Grade Classroom, Library, 3rd Grade Classroom	2	219 220 205 202	Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Secure the mats.	6	Labor	\$0






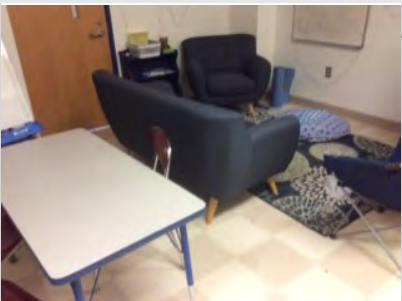

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
57	Classroom	2	220	Doors, Doorways, & Gates	Circulation		Maneuvering clearance(s) not provided	- -	Relocate reading area beyond the door maneuvering clearance. The door should have 60" clear in front of it with 18" clear on the latch pull side of the door.	1	Labor	\$0
Access to Goods and Services												
58	Classroom 220	2	220	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided	-	Provide at least one (1) accessible table with 24" min. knee clearance and 30" min. clear width. Ensure accessible work surfaces are well integrated with class seating plans.	1	350	\$350
Additional Access												
59	Classroom 220	2	220	Sinks for Children's Use	Classroom		Knee or toe clearance not provided	-	Provide at least one sink with 25" knee and toe clearance positioned for a forward approach.	1	843	\$843
Access to Goods and Services												
60	All-Gender Third Floor Toilet Room	3		Signage	Designation		Raised characters not provided Braille not provided International Symbol of Acc. not compliant	- - -	After toilet room is made accessible, replace paper sign with a sign containing the International Symbol of Accessibility, as well as raised characters duplicated in braille.	1	116	\$116





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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Toilet & Bathing Rooms												
61	All-Gender Third Floor Toilet Room	3		Single-User Toilet	N/A		Centerline < or > 18" (MAAB) Toilet paper dispenser is not compliant	19" -	Relocate toilet so that the centerline is 18" from the side wall. Replace toilet paper dispenser with one that allows continuous paper flow.	1	1767	\$1767
62	All-Gender Third Floor Toilet Room	3		Dispensers	Paper Towel Dispenser		Dispenser acts as a protruding object	-	Relocate dispenser out of the circulation path and/or provide a low-profile dispenser.	1	353	\$353
Toilet Rooms for Children												
63	Boys' Third Floor Toilet Room	3		Urinal	N/A		Rim > 15" high (MAAB)	16"	Provide at least one urinal with the rim no higher than 15" above the finished floor.	1	1624	\$1624
64	Boys' Third Floor Toilet Room	3		Toilet Compartment	Accessible Compartment		Side or rear grab bar < 25" or > 27" high (Ages 9 - 12) Centerline < 15" or > 18" (Ages 9 - 12) Non-compliant toilet paper dispenser	30" 19" -	Relocate grab bars to 25"- 27" above the floor. Relocate toilet so that the centerline is between 15" and 18" from the side wall. Replace toilet paper dispenser with one that allows continuous paper flow.	1	1895	\$1895
Best Practice												
65	Girls' Third Floor Toilet Room	3			Lighting				Best Practice: Recommend ensuring that lighting fixtures are in adequate working condition.	1	-	\$0

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
66	3rd Grade Classroom (Alternative)	3	301	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided	-	Provide at least one (1) accessible desk with 24" min. knee clearance and 30" min. clear width. Ensure accessible work surfaces are well integrated with class seating plans.	1	350	\$350
67	3rd Grade Classroom (Alternative)	3	301	Operable Parts	Other		Clear floor space is not provided	-	Rearrange furniture to provide a 30" min. by 48" min. clear floor space at the material shelf.	1	Labor	\$0
Additional Access												
68	3rd Grade Classroom (Alternative)	3	301	Sinks for Children's Use	Classroom		Knee or toe clearance not provided	-	Provide at least one sink with 25" knee and toe clearance positioned for a forward approach.	1	843	\$843
Access to Goods and Services												
69	Counseling Office	3	303	Doors, Doorways, & Gates	Office		Maneuvering clearance(s) not provided	-	Reconfigure furniture to provide maneuvering clearance at the door. The door should have 60" clear in front of it with 18" clear on the latch pull side of the door.	1	Labor	\$0
70	Counseling Office	3	303	Interior Access Route	N/A		Route < 36" wide Surface not stable, firm, and slip-resistant	- -	Reconfigure furniture to provide a continuous 36" wide circulation path. Secure the mat.	1	Labor	\$0

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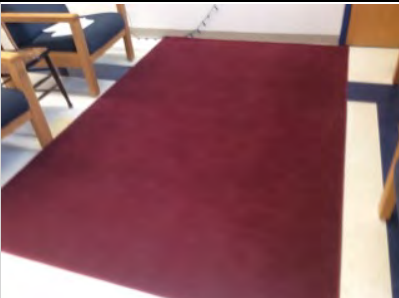

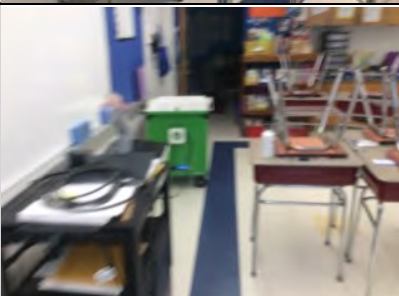
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
71	Counseling Office	3	303A	Signage	Designation		Sign not located on the latch side of the door	-	Locate sign at permanent rooms alongside the door on the latch side.	1	Labor	\$0
Access to Goods and Services												
72	Counseling Office	3	303B	Operable Parts	Other		Clear floor space is not provided	-	Provide a 30" min. by 48" min. clear floor space at the white board.	1	Labor	\$0
Access to Goods and Services												
73	Counseling Office	3	303D	Signage	Designation		Sign lacks clear floor space	-	Relocate furniture to provide 18" x 18" min. clear floor space centered on the sign.	1	Labor	\$0
Access to Goods and Services												
74	Classroom	3	306	Operable Parts	Other		Clear floor space is not provided	-	Reconfigure space to provide a 30" min. by 48" min. clear floor space at the material shelf.	1	Labor	\$0






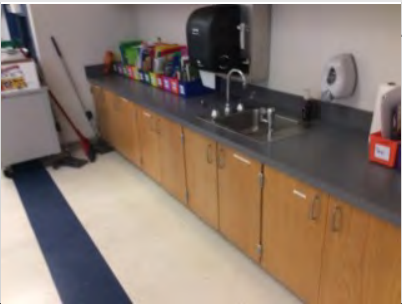
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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
75	Classroom 306	3	306	Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Secure the mats.	2	Labor	\$0
Additional Access												
76	Classroom 306	3	306	Sinks for Children's Use	Classroom		Rim or counter at sink > 30" Exposed plumbing underneath Knee or toe clearance not provided	34" - -	Relocate sink with the front of the rim or counter no higher than 30". Insulate or otherwise configure pipes to prevent contact at sink. Remove bucket underneath sink.	1	1593	\$1593
Toilet Rooms for Children												
77	Girls' Third Floor Toilet Room	3	306	Toilet Compartment	Accessible Compartment		Side or rear grab bar < 25" or > 27" high (Ages 9 - 12) Centerline < 15" or > 18" (Ages 9 - 12) Non-compliant toilet paper dispenser	30" 19" -	Relocate grab bars to 25"- 27" above the floor. Relocate toilet so that the centerline is between 15" and 18" from the side wall. Replace toilet paper dispenser with one that allows continuous paper flow.	1	1895	\$1895
Access to Goods and Services												
78	4th Grade Classroom (Alternative)	3	318	Signage	Designation		Raised characters not provided Braille not provided	- -	Provide text with raised characters duplicated in braille.	1	116	\$116

**Town of Arlington**  
**Brackett Elementary School**






ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
79	4th Grade Classroom (Alternative)	3	318	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided	-	Provide at least one (1) accessible desk with 24" min. knee clearance and 30" min. clear width. Ensure accessible work surfaces are well integrated with class seating plans.	1	350	\$350
80	4th Grade Classroom (Alternative)	3	318	Interior Access Route	N/A		Route < 36" wide	18"	Reconfigure room to ensure that there is a clear width of 36" min. in the circulation path.	1	Labor	\$0
81	4th Grade Classroom (Alternative)	3	318	Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Secure the mat.	1	Labor	\$0
82	4th Grade Classroom (Alternative)	3	318	Operable Parts	Other		Clear floor space is not provided	-	Provide a 30" min. by 48" min. clear floor space at the white board.	1	Labor	\$0
83	4th Grade Classroom (Alternative)	3	318	Interior Access Route	N/A		Route < 36" wide	16"	Reconfigure room to ensure that there is a clear width of 36" min. in the circulation path.	1	Labor	\$0

Town of Arlington  
Brackett Elementary School





ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Additional Access												
84	4th Grade Classroom (Alternative)	3	318	Sinks for Children's Use	Classroom		Knee or toe clearance not provided	-	Provide at least one sink with 25" knee and toe clearance positioned for a forward approach.	1	843	\$843
Access to Goods and Services												
85	5th Grade Classroom (Alternative)	3	322	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided	-	Provide at least one (1) accessible desk with 24" min. knee clearance and 30" min. clear width. Ensure accessible work surfaces are well integrated with class seating plans.	1	350	\$350
86	5th Grade Classroom (Alternative)	3	322	Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Secure the mat.	1	Labor	\$0
Additional Access												
87	5th Grade Classroom (Alternative)	3	322	Sinks for Children's Use	Classroom		Knee or toe clearance not provided	-	Provide at least one sink with 25" knee and toe clearance positioned for a forward approach.	1	843	\$843



Town of Arlington  
Brackett Elementary School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
88	Basketball Court	Ext.		Exterior Access Route	Walkway		Level changes > 1/4"	2.5"	Repair surface.  (Cost estimate for 4 ft. x 5 ft. asphalt area.)	1	173	\$173
Play and Sport Areas												
89	Kindergarten Playground	Ext.		Play Areas	N/A		Surface not stable, firm, and slip-resistant	-	Provide a 60" wide min. impact-attenuating rubberized surface path to all play components.  (Cost estimate based on installation of 137 linear ft. of rubberized surface.)	1	9590	\$9590
Approach and Entrance												
90	Parking Lot	Ext.		Off-Street Parking Lot or Garage	Visitor		Total # of parking Total # of designated accessible parking spaces Total # of designated van accessible spaces Vehicle space < 96" wide at car space Access aisle < 96" wide at van space Sign not provided Sign does not have the designation "Van Accessible"	40 2 0 86" 82" - -	Convert at least one (1) accessible space into a van-accessible space. Provide a car-accessible space that is at least 96" wide. Provide a marked access aisle that is at least 96" wide at van-accessible space. Provide a sign at each space. Add the designation "Van Accessible" to the sign located at the van-accessible space.	1	950	\$950
91	Parking Lot	Ext.		Off-Street Parking Lot or Garage	Visitor		Access aisle does not adjoin an accessible route		When restriping lot per previous record (#89) , ensure that the access aisle lines up with the curb ramp that is provided. Per 521 CMR 23.5, Where sidewalks are provided at accessible parking spaces, a curb cut shall be installed at the access aisle at each accessible space or pair of spaces.	1	-	\$0
92	Parking Lot	Ext.		Curb Ramp	N/A		Running slope > 1:12 (8.33%)	11.2%	Reduce running slope to be no steeper than 1:12 (8.33%).	1	2800	\$2800

Town of Arlington  
Brackett Elementary School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
93	Stair 3 Exit	Ext.		Exterior Access Route	Walkway		Running slope > 1:20 (5%)	5.5%	Regrade path so running slope does not exceed 5% running slope. Alternatively, provide handrails.  (Cost estimate based on regrading 30 ft. of concrete pathway.)	1	1380	\$1380
Best Practice												
94	Stairs	Ext.			Stairs				Best Practice: IHCD strongly recommends repairing stairs where the concrete is spalling.	1	-	\$0
Play and Sport Areas												
95	Streetside Playground	Ext.		Play Areas	N/A		Accessible route not provided to ground level play components Not connected to an accessible route Surface not stable, firm, and slip-resistant	- - -	Provide a 60" wide min. impact-attenuating rubberized surface path to all play components.  (Cost estimate based on installation of 195 total linear ft. of rubberized surface connecting all play component entrances to the accessible route.)	1	13650	\$13650
96	Streetside Playground	Ext.		Play Areas	N/A		No compliant transfer system	-	Alteration might be technically infeasible.	1	-	\$0

# Dallin Elementary School



## Town of Arlington ADA Transition Plan

November 2019



Institute for Human Centered Design

200 Portland Street, Boston, MA 02114  
www.IHCDesign.org • info@IHCDesign.org  
617-695-1225 voice/tty

# Dallin Elementary School

Year Built: 1956                      Year Renovated: 2005

## Background

Dallin Elementary School, located at 185 Florence Avenue, is designated for children in kindergarten and grades 1-5. The building is two stories high with vertical access by means of stairs and a central accessible elevator. Changes in level throughout the school have been addressed with compliant ramps.

There are 10 emergency exits, including the main entrance, and each exit is accessible.

Parking is provided by a lot that has 35 spaces and two (2) accessible spaces, including one with the “Van Accessible” designation.

Florence Park and Playground, which is adjacent to the school was surveyed as part of the 2014 Recreation Department Self-Evaluation.

## Key Accessibility Issues

Means of Egress  
All of the exits at the school are accessible, but they lack tactile exit signage and an illuminated sign with the International Symbol of Accessibility.

Signage  
In general, the school has designation signage with braille and raised characters, but some signs are obstructed by homemade signs.

Work Surfaces  
The traditional desks found in most classrooms lack the knee clearance and width to be considered an accessible work surface. Some rooms do have additional seating, but they are not incorporated into the classroom layout. IHCD strongly recommends providing at least one classroom per grade an

accessible work surface that is integrated into the classroom setting.

Toilet Rooms  
Accessibility issues in toilet rooms are minor and include non-compliant toilet paper dispensers, and coat hooks out of reach range.

Sinks  
Many of the classrooms have sinks with trash bins or other objects in the clear floor space.

## Additional Accessibility Issues

- Interior routes within classrooms too narrow due to desk layouts.
- Many doors have stored items obstructing maneuvering clearance.
- Interior routes obstructed by protruding objects such as paper towel dispensers.
- Lack of clear floor space at classroom sinks due to stored items.

## Order of Magnitude Cost Estimates

- Renovate exterior access routes and curb ramp by the main entrance: \$3,008
- Renovate or repair automatic door opener at exit 10: \$1,350
- Provide compliant egress signage: \$1,856
- Provide six (6) accessible work surfaces with knee and toe clearance: \$2,100
- Renovate toilet rooms: \$8,560
- Miscellaneous corrective actions: (designation signage, elevator signage, protruding objects, sinks, etc.): \$2,175

**Total: \$19,049**

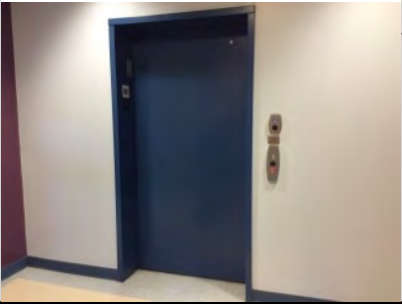

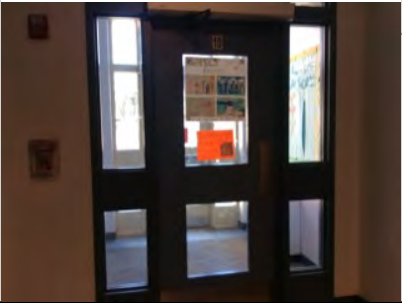
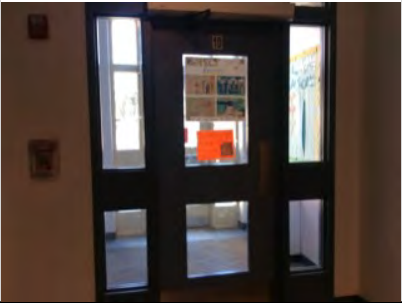
## **Best Practice and Inclusive Design**

Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

- Consider providing an adjustable height bed for the nurse's office.
- Recommend providing an additional handrail to each side of the staircase at the main entrance (as long as 36" is kept clear on each side).







Town of Arlington  
Dallin Elementary School



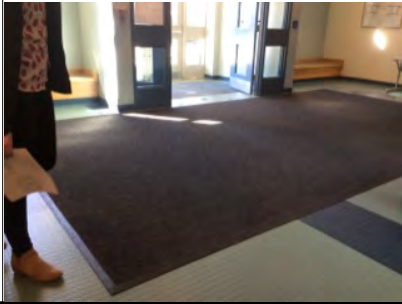
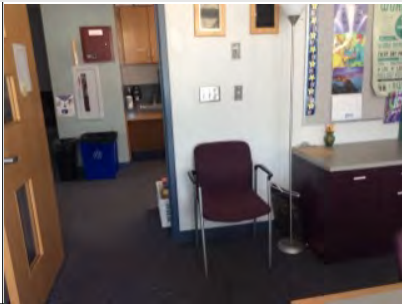
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
1	Elevator			Elevator	Interior		Hoistway signs not on both jambs	-	Provide hoistway signs on both sides of jambs. At the main entry level, ensure the hoistway signs have a tactile star.	4	48	\$192
Access to Goods and Services												
2	Administration Office	1		Operable Parts	Equipment		Reach < 15" or > 48"(forward/side approach)	63"	Relocate AED device so that controls are between 15"- 48" above finished floor.	1	128	\$128
Approach and Entrance												
3	Exit 10	1		Emergency Exit	N/A		Automatic door opener not operable	-	Repair or replace the door opener.	1	1350	\$1350
Access to Goods and Services												
4	Exit 10	1		Means of Egress	N/A		Illuminated exit sign not provided Tactile exit sign not provided	- -	Provide illuminated exit signs with the International Symbol of Accessibility at accessible exits. Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48"- 60" above finished floor located on the latch side of the door.	2	116	\$232



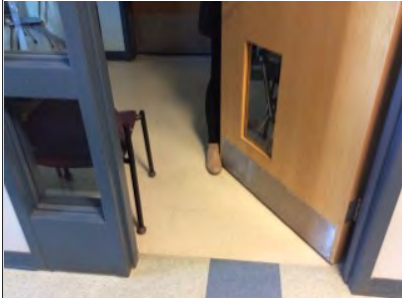

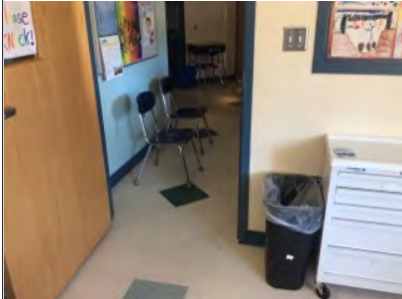


Town of Arlington  
Dallin Elementary School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
5	Exit 10	1		Means of Egress	N/A		Mat not securely attached	-	Securely attach mat.	1	Labor	\$0
Access to Goods and Services												
6	Exit 2	1		Means of Egress	N/A		Illuminated exit sign not provided Tactile exit sign not provided	-	Provide illuminated exit signs with the International Symbol of Accessibility at accessible exits. Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48"- 60" above finished floor located on the latch side of the door.	2	116	\$232
Access to Goods and Services												
7	Exit 7 in Cafetorium	1		Means of Egress	N/A		Illuminated exit sign not provided Tactile exit sign not provided	-	Provide illuminated exit signs with the International Symbol of Accessibility at accessible exits. Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48"- 60" above finished floor located on the latch side of the door.	2	116	\$232
Access to Goods and Services												
8	Exit in Stair 2	1		Means of Egress	N/A		Illuminated exit sign not provided Tactile exit sign not provided	-	Provide illuminated exit signs with the International Symbol of Accessibility at accessible exits. Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48"- 60" above finished floor located on the latch side of the door.	2	116	\$232





Town of Arlington  
Dallin Elementary School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
9	Gym	1		Interior Access Route	N/A		Mat not securely attached	-	Securely attach mat.	1	Labor	\$0
Access to Goods and Services												
10	Main Entrance	1		Means of Egress	N/A		Illuminated exit sign not provided Tactile exit sign not provided	-	Provide illuminated exit signs with the International Symbol of Accessibility at accessible exits. Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48"- 60" above finished floor located on the latch side of the door.	2	116	\$232
11	Main Entrance	1		Doors, Doorways, & Gates	Circulation		Mat not securely attached	-	Securely attach mat.	1	Labor	\$0
Access to Goods and Services												
12	Conference Room in Administration Office	1	106	Doors, Doorways, & Gates	Meeting Room		Maneuvering clearance(s) not provided	-	Relocate the chair to ensure there is 18" clear on the latch pull side of the door.	1	Labor	\$0

**Town of Arlington  
Dallin Elementary School**


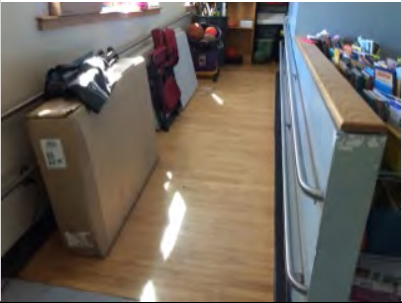

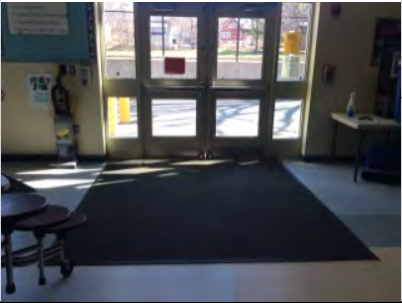
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Access to Goods and Services</b>												
13	Nurse's Office	1	109	Doors, Doorways, & Gates	N/A		Clear width at door < 32"	-	Remove furniture at the interior of the door.	1	Labor	\$0
14	Nurse's Office	1	109	Doors, Doorways, & Gates	N/A		Maneuvering clearance(s) not provided	-	Relocate the chair to ensure there is 18" clear on the latch pull side of the door.	1	Labor	\$0
15	Nurse's Office	1	109	Doors, Doorways, & Gates	Circulation		Maneuvering clearance(s) not provided	-	Relocate the furniture to ensure there is 18" clear on the latch pull side of the door.	1	Labor	\$0
<b>Additional Access</b>												
16	Nurse's Office	1	109	Sink	N/A		Clear floor space not provided at sink	-	Provide a 30" by 48" clear floor space positioned for a forward approach. Ensure the area beneath the sink is clear of obstructions.	1	-	\$0
<b>Best Practice</b>												
17	Nurse's Office	1	109	N/A	N/A				Best Practice: Consider providing an adjustable height bed.	1	-	\$0

Town of Arlington  
Dallin Elementary School



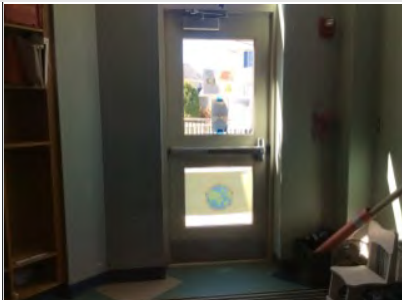

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Toilet Rooms for Children												
18	Nurse's Office Toilet Room	1	109	Dispensers	Paper Towel Dispenser		Dispenser acts as a protruding object	-	Relocate paper towel dispenser out of the circulation path.	1	353	\$353
Access to Goods and Services												
19	Music Room	1	112	Interior Access Route	N/A		Mat not securely attached	-	Securely attach mat.	1	Labor	\$0
Additional Access												
20	Music Room	1	112	Sink	Classroom		Clear floor space not provided at sink Toe and knee clearances not provided	- 24"	Relocate bin to provide a 30" by 48" clear floor space positioned for a forward approach. Ensure there is a 25" knee clearance positioned for a forward approach.	1	843	\$843
Access to Goods and Services												
21	Classrooms Throughout School	1	114, 132, 157, 206, 209, 212, 213, 223, 224, 227	Interior Access Route	N/A		Mat not securely attached	-	Securely attach mats in classrooms throughout the school.	12	Labor	\$0







Town of Arlington  
Dallin Elementary School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Additional Access												
22	Classrooms Throughout School	1	114,131, 132,133, 142,147, 157,207, 212,214, 221,223, 224,225, 226,227, 228,229	Sink	Classroom		Clear floor space not provided at sink	-	Provide a 30" by 48" clear floor space positioned for a forward approach. Ensure the area beneath the sink is clear of obstructions.	18	-	\$0
Access to Goods and Services												
23	Cafetorium, Accessible Route to Stage	1	117	Ramps	Interior		Not maintained in operable working condition	-	Relocate items that are stored on the ramp.	1	Labor	\$0
Access to Goods and Services												
24	Cafetorium, Stage	1	117	Interior Access Route	N/A		Mat not securely attached	-	Securely attach mat.	1	Labor	\$0
Access to Goods and Services												
25	Exit 9 in Cafetorium	1	117	Means of Egress	N/A		Illuminated exit sign not provided Tactile exit sign not provided Mat not securely attached	-	Provide illuminated exit signs with the International Symbol of Accessibility at accessible exits. Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48"- 60" above finished floor located on the latch side of the door. Securely attach mat.	2	116	\$232

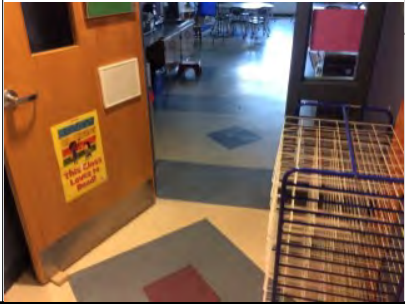
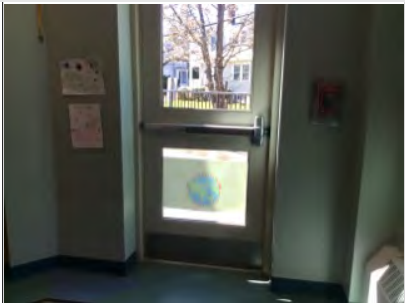

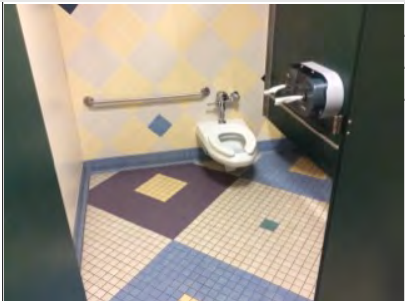
**Town of Arlington  
Dallin Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Toilet Rooms for Children</b>												
26	Girls' and Boys' Toilet Rooms Near Rooms 131, 157, 212, and 227	1	131 157 212 227	Dispensers	Paper Towel Dispenser		Dispenser acts as a protruding object	9"	Relocate paper towel dispensers out of the circulation path.	8	353	\$2824
<b>Access to Goods and Services</b>												
27	Classroom	1	133	Interior Access Route	N/A		Route < 36" wide	18"	Ensure that a clear width of 36" min. is maintained at the accessible route. Relocate furniture.	1	Labor	\$0
<b>Access to Goods and Services</b>												
28	Exit 4 in Kindergarten Cubbies Area	1	142	Means of Egress	N/A		Illuminated exit sign not provided Tactile exit sign not provided	- -	Provide illuminated exit signs with the International Symbol of Accessibility at accessible exits. Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48"- 60" above finished floor located on the latch side of the door.	2	116	\$232
<b>Access to Goods and Services</b>												
29	Kindergarten Cubbies	1	142	Children's Reach Ranges	N/A		Reach < 18" or > 40" (Ages 5 - 8)	45"	Storage is provided for 48 children. Five percent of storage (or three storage areas) should be accessible for children in Kindergarten. Relocate so the operable part is between 18" and 40" above finished floor.	3	256	\$768

**Town of Arlington  
Dallin Elementary School**





ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Access to Goods and Services</b>												
30	Kindergarten Toilet Room to Classroom	1	142	Doors, Doorways, & Gates	Toilet Room		Maneuvering clearance(s) not provided	-	Remove the furniture to ensure that there is 18" on the latch pull side of the door.	1	Labor	\$0
<b>Toilet Rooms for Children</b>												
31	Kindergarten Toilet Rooms	1	142	Single-User Toilet	N/A		Non-compliant toilet paper dispenser	-	Replace toilet paper dispenser if it does not allow continuous paper flow.	1	453	\$453
32	Kindergarten Toilet Rooms	1	142	Dispensers	Paper Towel Dispenser		Dispenser acts as a protruding object	-	Relocate paper towel dispensers out of the circulation path.	2	353	\$706
<b>Access to Goods and Services</b>												
33	Kindergarten Classrooms	1	142 147	Interior Access Route	N/A		Mat not securely attached	-	Securely attach mat.	2	Labor	\$0

**Town of Arlington  
Dallin Elementary School**




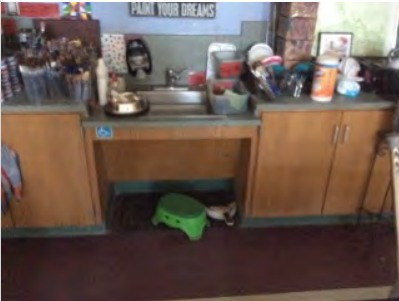

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Access to Goods and Services</b>												
34	Classrooms Throughout School	1	142, 147, 206, 212, 213, 221, 225, 226, 228,229	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided	-	Remove the obstructions at alcoves of classroom entrances. Relocate the furniture to ensure there is 18" clear on the latch pull side of the door.	10	Labor	\$0
<b>Access to Goods and Services</b>												
35	Exit 3,in Kindergarten Cubbies Area	1	149	Means of Egress	N/A		Illuminated exit sign not provided Tactile exit sign not provided	- -	Provide illuminated exit signs with the International Symbol of Accessibility at accessible exits. Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48"- 60" above finished floor located on the latch side of the door.	2	116	\$232
<b>Toilet Rooms for Children</b>												
36	Boys' Toilet Rooms Near Rooms 131, 157, 212, and 227	1 2		Toilet Compartment	Accessible Compartment		Non-compliant toilet paper dispenser Coat hook not within reach range	- 63.25"	Relocate toilet paper dispenser so it is not mounted above the grab bar. Replace toilet paper dispenser if it does not allow continuous paper flow. Lower hook so that it is no higher than 40" for children ages 5-8.	4	528	\$2112
<b>Toilet Rooms for Children</b>												
37	Girls' Toilet Rooms Near Rooms 131, 157, 212, and 227	1 2		Toilet Compartment	Accessible Compartment		Door with malfunctioning self-closing hinge Non-compliant toilet paper dispenser Coat hook not within reach range	- - 64"	Repair self-closing hinge. Relocate toilet paper dispenser so it is not mounted above the grab bar. Replace toilet paper dispenser if it does not allow continuous paper flow. Lower hook so that it is no higher than 40" for children ages 5-8.	4	Labor 528	\$2112






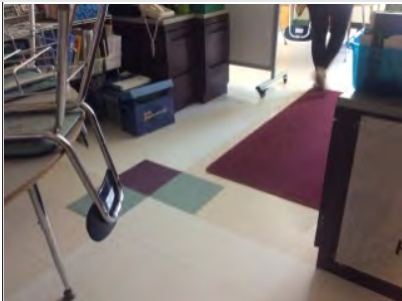
Town of Arlington  
Dallin Elementary School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
38	Classrooms, Library, and Art Room	1 2	114, 133, 142, 207, 209, 211	Signage	Designation		Braille misplaced	-	There are multiple instances where paper signs are placed over the raised characters and braille provided. Ensure these paper signs are relocated to remain compliant.	6	Labor	\$0
Access to Goods and Services												
39	Classrooms Throughout School	1 2	114,132, 133,142, 147,157, 207,212, 214,221, 223,224, 225,226, 227,228, 229	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided	19" wide	Ensure that at least one work surface in one classroom of each grade is accessible and integrated into the classroom layout.	6	350	\$2100
Access to Goods and Services												
40	Library	2	202	Signage	Designation		Braille misplaced	-	Ensure paper sign is relocated so that the existing sign with braille and raised characters are fully visible and usable.	1	Labor	\$0
41	Library	2	202	Interior Access Route	N/A		Mat not securely attached	-	Securely attach mat.	1	Labor	\$0




Town of Arlington  
Dallin Elementary School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
42	Art Studio	2	211	Interior Access Route	N/A		Mat not securely attached	-	Securely attach mat.	1	Labor	\$0
43	Art Studio	2	211	Interior Access Route	N/A		Route < 36" wide	22"	Ensure that a clear width of 36" min. is maintained at the accessible route. Relocate furniture.	1	Labor	\$0
44	Art Studio	2	211	Interior Access Route	N/A		Obstructed by protruding objects	-	Relocate dispenser out of the circulation path.	1	128	\$128
Additional Access												
45	Art Studio	2	211	Sink	Classroom		Clear floor space not provided at sink	-	Provide a 30" by 48" clear floor space positioned for a forward approach. Ensure the area beneath the sink is clear of obstructions.	1	-	\$0
Access to Goods and Services												
46	Art Studio, Route to 3D Printers	2	211	Interior Access Route	N/A		Route < 36" wide	25"	Ensure that a clear width of 36" min. is maintained at the accessible route. Relocate furniture.	1	Labor	\$0

**Town of Arlington  
Dallin Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
47	Classroom	2	212	Interior Access Route	N/A		Route < 36" wide	33"	Ensure that a clear width of 36" min. is maintained at the accessible route and 48" at the sink. Relocate furniture.	1	Labor	\$0
Access to Goods and Services												
48	Classroom	2	213	Interior Access Route	N/A		Route < 36" wide	28"	Ensure that a clear width of 36" min. is maintained at the accessible route and 48" at the sink. Relocate furniture.	1	Labor	\$0
Access to Goods and Services												
49	Learning Center	2	222	Signage	Designation		Raised characters not provided Braille not provided	- -	Provide text with raised characters duplicated in braille that match the long term use of the space.	1	116	\$116
Access to Goods and Services												
50	Learning Center	2	223	Interior Access Route	N/A		Route < 36" wide	33" -	Ensure that a clear width of 36" min. is maintained at the accessible route. Relocate furniture.	1	Labor	\$0

Town of Arlington  
Dallin Elementary School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Best Practice												
51	Main Entrance	Ext.		N/A	N/A				Best Practice: Recommend providing an additional handrail to each side of the staircase at the main entrance (as long as 36" is kept clear).	1	-	\$0
Approach and Entrance												
52	Main Entrance Loading Zone	Ext.		Curb Ramp	N/A		Running slope > 1:12 (8.33%)	9.1%	Reduce running slope to be no steeper than 1:12 (8.33%).	1	2800	\$2800
Approach and Entrance												
53	Parking Lot	Ext.		Exterior Access Route	Exterior		Running slope > 1:20 (5%) Level changes > 1/4"	6.9% 1.5"	Reduce running slope to be no steeper than 1:20 (5%). Alter change in level to be 1/4" high max.  (Cost based on 8' wide 3' deep asphalt area.)	1	208	\$208



# Gibbs School



## Town of Arlington ADA Transition Plan

November 2019



Institute for Human Centered Design

200 Portland Street, Boston, MA 02114  
www.IHCDesign.org • info@IHCDesign.org  
617-695-1225 voice/tty

### Gibbs School

Year Built: 1928                      Year Renovated: 1972, 2018

#### Background

The Gibbs School reopened last year after a renovation. The School is located at 41 Foster Street, has two stories and provides classes to students in the sixth grade.

Major spaces within the building include classrooms, offices, a music room, a cafeteria and a theater on first floor. The second floor contains classrooms, science classrooms, a gymnasium, an art room and a media center. There is a parking lot with compliant accessible spaces.

Because the recent renovation was required to comply with the Massachusetts Architectural Access Board 521 CMR, the facility has relatively minor accessibility issues.

#### Key Accessibility Issues

- Passenger Loading Zone  
The passenger loading zone is not connected to an accessible route or marked to discourage parking.
- Doors  
Many doors lack maneuvering clearance. Most clearances can be remedied by relocating furniture.
- Work Surfaces  
Some classrooms and offices areas lack work surfaces with adequate knee and toe clearance. During the time of survey, work surfaces were only provided on the inaccessible higher level of the theater.
- Assembly Areas  
The theater and the gym have bleachers that lack integrated wheelchair spaces.
- Toilet Rooms

Toilet rooms have minor accessibility issues including dispensers that act as protruding objects in the circulation path and one accessible compartment has a malfunctioning self-closing hinge.

- Additional Accessibility Issues
  - Directional signage is not provided at the inaccessible cafeteria exit.
  - Tactile egress signage is not provided in multiple locations.
  - Near the main office, a drinking fountain is not provided for standing users. When the cafeteria doors are propped open, drinking fountains lack clear floor space.

#### Order of Magnitude Cost Estimates

- Provide marking and a curb ramp at the passenger loading zone: \$3,804
- Renovate doors including installing three (3) automatic door openers: \$4,706
- Provide accessible work surfaces: \$2,280
- Provide wheelchair accessible spaces in assembly areas: \$6,440
- Renovate toilet rooms: \$4,236
- Provide a drinking fountain for standing users: \$2,014
- Miscellaneous corrective actions: (including providing egress signage, addressing protruding objects and relocating operable parts): \$1,387

**Total: \$ 25,867**

Best Practice and Inclusive Design

- If padlocks are provided by school for lockers, provide an option that is easier to operate for students who request them.
- In the community garden, the IHCD team is encouraged to see that raised garden beds have been provided. Consider providing an additional raised planter for seated users with knee and toe clearance mounted 27” above the ground.
- Although the stepped exit on Foster Street is no longer used as an entrance, it is located at the entry plaza and may be mistaken for one. It would be helpful to provide a directional sign at the base of the stairs to direct people to the nearest accessible entrance. (\$173)
- In the community garden, consider providing a bench in a location that allows for a clear floor space of 36" wide min. by 48" deep min. alongside it. Ensure that there can be shoulder alignment between a person seated on the bench and a person seated alongside the bench using a wheelchair. The shoulder alignment of the wheelchair space should be measured 36" from the front of the wheelchair space.
- Consider providing a 3' min. access aisle around at least one (1) electric vehicle charging station. Ensure this route connects to the charging port.

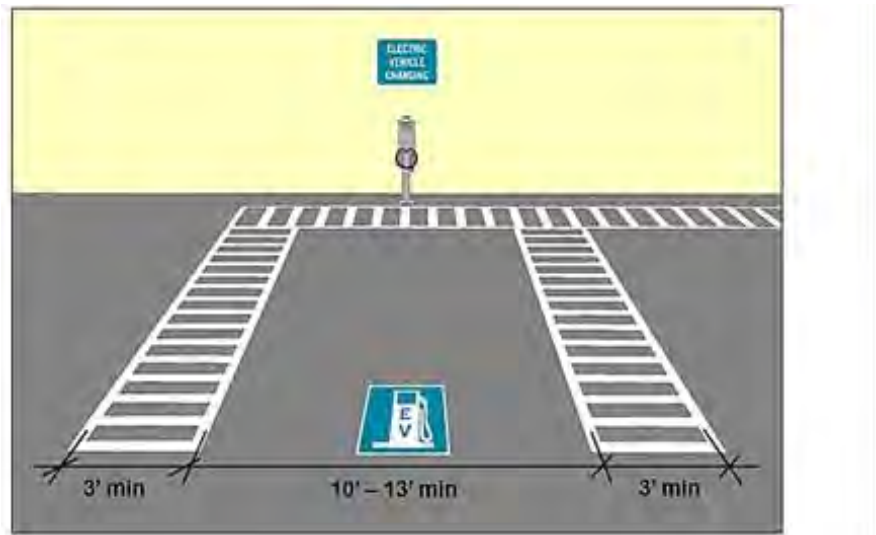
Recommendations:

Provide access to a reasonable number of spaces serving EV charging stations or use the scoping table in 208.2 to determine an appropriate number. (The number of accessible spaces serving EV charging stations must be determined separately from the required number of car and van parking spaces.)

Accessible EV Charging Stations

Accessible Route


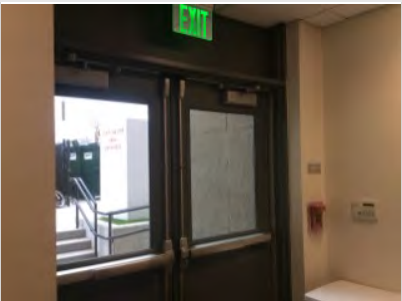

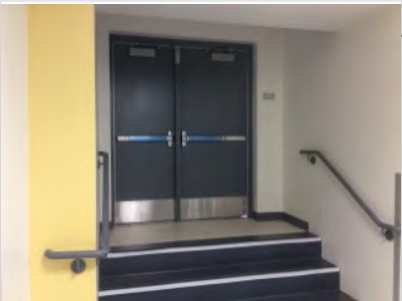
Provide an accessible route on both sides of the vehicle space that connects to the charging station for easier access.



Vehicle Space


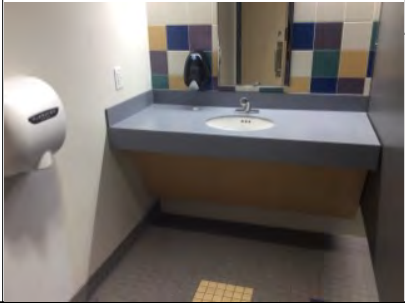


A vehicle space at least 10’ – 13’ wide is advisable. A 10’ width offers an extra 2’ that effectively provides a 5’ aisle on one side when paired with the accessible route; a 13’ wide spce will allow an 8’ aisle. This flexibility is helpful since the parking direction is determined by the location of the charging station and the vehicle connection. Use the International Symbol of Accessibility only where spaces are reserved exclusively for people with disabilities.

Town of Arlington  
Gibbs School

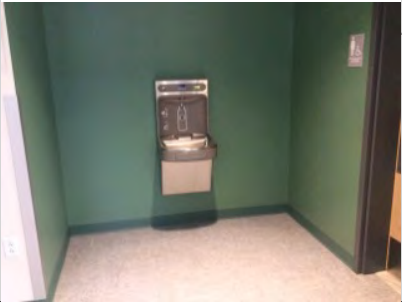
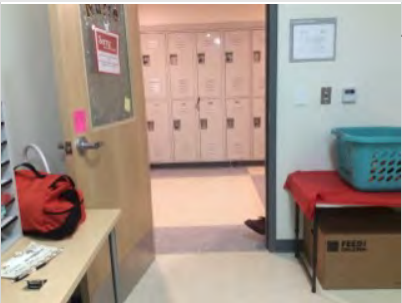
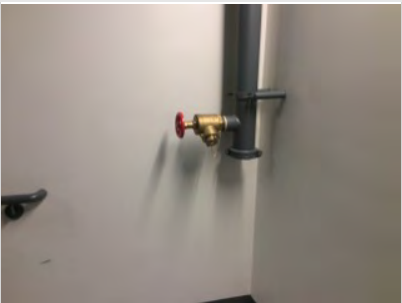
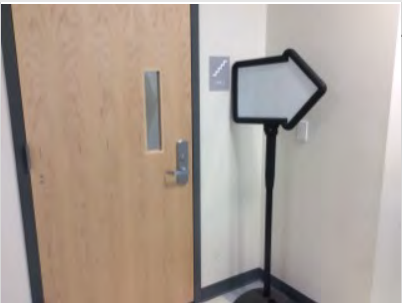
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
1	Exit 11, Near Stair 1	1		Emergency Exit	N/A		International Symbol of Acc. not provided		Provide an illuminated International Symbol of Accessibility at the accessible exits.	1	116	\$116
Access to Goods and Services												
2	Exit 11, Near Stair 1	1		Signage	Egress		Lack of clear floor space at tactile sign		Remove table and chair so that signs containing tactile characters are located so that a clear floor space of 18" min. by 18" min., centered on the tactile characters, is provided.	1	Labor	\$0
3	Exit 11, Near Stair 1	1		Doors, Doorways, & Gates	Emergency Egress		Mat not securely attached	-	Secure the mat.	1	Labor	\$0
Approach and Entrance												
4	Exit 12 in Cafeteria	1		Emergency Exit	N/A		Directional sign to accessible emergency exit not provided	-	Provide a directional sign indicating the location of the nearest emergency exit.	1	116	\$116




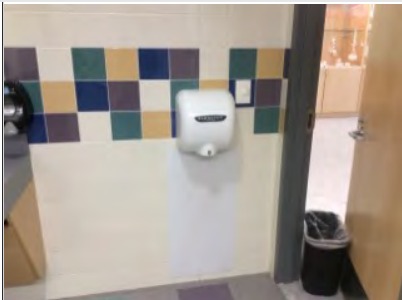
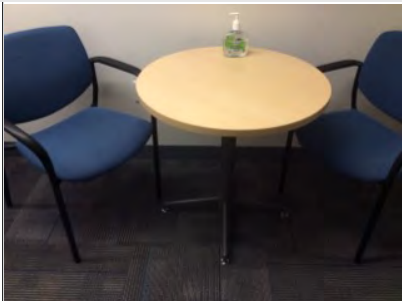

Town of Arlington  
Gibbs School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
5	Exit 4	1		Doors, Doorways, & Gates	Emergency Egress		Mat not securely attached	-	Secure the mat.	1	Labor	\$0
Toilet & Bathing Rooms												
6	Girls' Toilet Room in Cafeteria	1		Dispensers	Hand Dryer		Dispenser acts as a protruding object	36"	Relocate the hand dryer out of the circulation path.	1	353	\$353
Access to Goods and Services												
7	Main Entrance, Exit 1	1		Doors, Doorways, & Gates	N/A		Mat not securely attached	-	Secure the mat.	1	Labor	\$0
Additional Access												
8	Near Cafeteria	1		Drinking Fountains	Hi-Lo		Fountain not on accessible route	-	When cafeteria doors are propped open, drinking fountains lack required clear floor space. In addition, there is a safety issue: people opening these doors may bump into people who are using the drinking fountains. If possible make the other leaf the active leaf or relocate the drinking fountains to another location.	1	Labor	\$0





Town of Arlington  
Gibbs School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Additional Access												
9	Near Main Office	1		Drinking Fountains	Low		No drinking fountain provided for standing users	-	Provide an additional drinking fountain for standing users.	1	2014	\$2014
Access to Goods and Services												
10	Nurse's Office	1		Doors, Doorways, & Gates	Other		Maneuvering clearance(s) not provided	-	Remove the table to provide 18" clear on the latch pull side of the door.	1	Labor	\$0
Access to Goods and Services												
11	Stair 1	1		Interior Access Route	N/A		Obstructed by protruding objects	45"	Provide a cane-detectable barrier at the valve.	1	153	\$153
Access to Goods and Services												
12	Stair 1, Near Cafeteria	1		Doors, Doorways, & Gates	Circulation		Maneuvering clearance(s) not provided	-	Remove the arrow sign to provide 18" clear on the latch pull side of the door.	1	Labor	\$0


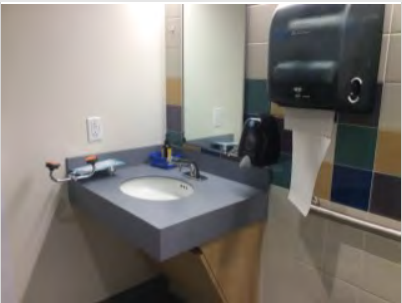


Town of Arlington  
Gibbs School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
13	Toilet Room Near Theater Hall	1		Doors, Doorways, & Gates	Toilet Room		Maneuvering clearance(s) not provided	2"	Provide an automatic door opener.	1	1530	\$1530
Toilet & Bathing Rooms												
14	Toilet Room Near Theater Hall	1		Dispensers	Hand Dryer		Dispenser acts as a protruding object	34"	Relocate the hand dryer out of the circulation path.	1	353	\$353
Access to Goods and Services												
15	Psychologist Office	1	101A	Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	-	Provide at least 1 work surface with 27" min. knee and toe clearance.	1	350	\$350
Access to Goods and Services												
16	Theater (Lower Level)	1	104	Assembly Area	N/A		Number of seats Number of designated wheelchair spaces Minimum # wheelchair spaces not provided Wheelchair spaces overlap circulation paths	50 0 2	Provide bleachers with two (2) integrated wheelchair accessible spaces.  (Cost estimate for a new 15' long aluminum bleacher and labor.)	1	3220	\$3220

Town of Arlington  
Gibbs School






ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
17	Theater (Upper Level)	1	104	Dining or Work Surfaces	Work Surface		Not on a accessible route	-	Ensure dining or work surfaces are located on an accessible route. There is no interior accessible route to this part of the theater. Relocate seating for public programs in the lower accessible portion of the theater.	6	Labor	\$0
Toilet & Bathing Rooms												
18	Boys' Toilet Room Near Cafeteria	1	119	Toilet Compartment	Accessible Compartment		Door has malfunctioning self-closing hinge	-	Repair hinge.	1	Labor	\$0
19	Boys' Toilet Room Near Cafeteria	1	119	Dispensers	Hand Dryer		Dispenser acts as a protruding object	36"	Relocate the hand dryer out of the circulation path.	1	353	\$353
Additional Access												
20	Classroom	1	121 123	Sink	Classroom		Clear floor space not provided at sink	-	Provide a 30" by 48" clear floor space positioned for a forward approach. Ensure the space under the sink is kept clear. Relocate stored objects.	2	Labor	\$0

Town of Arlington  
Gibbs School


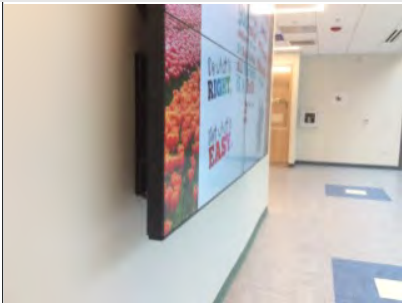

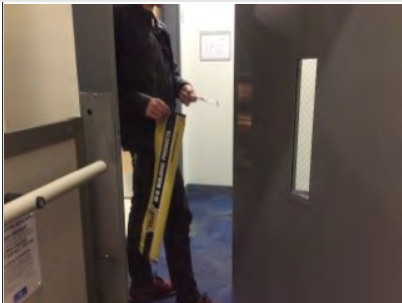
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
21	Toilet Room in Nurse's Office	1	126	Doors, Doorways, & Gates	Toilet Room		Maneuvering clearance(s) not provided	-	Relocate the shelving unit to provide 18" clear on the latch pull side of the door.	1	Labor	\$0
Toilet & Bathing Rooms												
22	Toilet Room in Nurse's Office	1	126	Dispensers	Paper Towel Dispenser		Dispenser controls > 42" high	51"	Relocate so the paper towel dispenser so the operable part is 42" max. above the finished floor. Ensure the paper towel dispenser is not mounted over the grab bar or in the circulation path.	1	353	\$353
Toilet & Bathing Rooms												
23	Toilet Room in Nurse's Office and Girls' Toilet Room 135	1	126 135	Dispensers	Hand Dryer		Dispenser acts as a protruding object	35"	Relocate the hand dryer out of the circulation path.	2	353	\$706
Access to Goods and Services												
24	Specialized Classroom	1	131	Dining or Work Surfaces	Work Surface		Not on a accessible route	-	Ensure the work surface is located on an accessible route. Currently the accessible portion of this table with 27" of knee clearance is not located on an accessible route. Relocate the table.	1	Labor	\$0



Town of Arlington  
Gibbs School


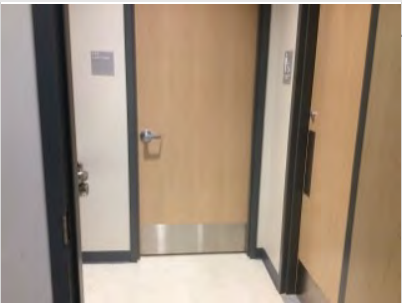

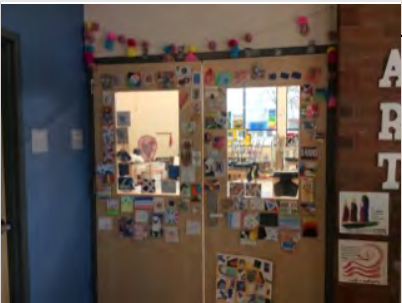
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
25	Specialized Classroom	1	131	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided	12"	Remove the shelving unit to provide 18" clear on the latch pull side of the door.	1	Labor	\$0
Best Practice												
26	Classroom	1	135					-	Best Practice: Good example of an accessible classroom desk.	1	-	\$0
Access to Goods and Services												
27	Classroom	1	136	Interior Access Route	N/A		Obstructed by protruding objects	67"	Relocate decorations to be 80" min. from the finished floor.	1	Labor	\$0
28	Classroom	1	136	Signage	Designation		Signage blocked	-	Poster is currently blocking the braille on this sign. Relocate the poster.	1	Labor	\$0
Access to Goods and Services												
29	Vestibule to Exits 6 and 7	1	137	Doors, Doorways, & Gates	Emergency Egress		Mat not securely attached	-	Secure the mat.	1	Labor	\$0

Town of Arlington  
Gibbs School



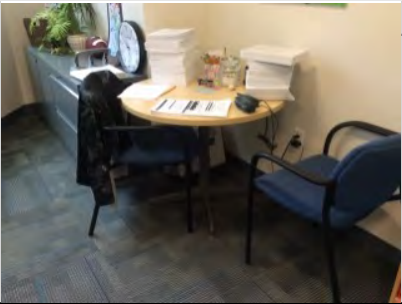


ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
30	Exits 6, 7, Exit 4 and Main Lobby	1	137 152	Emergency Exit	N/A		International Symbol of Acc. not provided	-	Provide an illuminated International Symbol of Accessibility at the accessible exits.	4	116	\$464
Access to Goods and Services												
31	Main Lobby	1	152	Interior Access Route	N/A		Obstructed by protruding objects	7.5"	Provide a cane-detectable barrier at each side of the television.	2	153	\$306
Access to Goods and Services												
32	Gym	2		Assembly Area	N/A		Number of seats Number of designated wheelchair spaces Minimum # wheelchair spaces not provided	36 0 2	Provide bleachers with two (2) integrated wheelchair accessible spaces.  (Cost estimate for a new 15' long aluminum bleacher and labor.)	1	3220	\$3220
Access to Goods and Services												
33	Lift in Media Center	2		Doors, Doorways, & Gates	Other		Door requires > 5 lbs. of force to open	17 lbs.	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	\$0



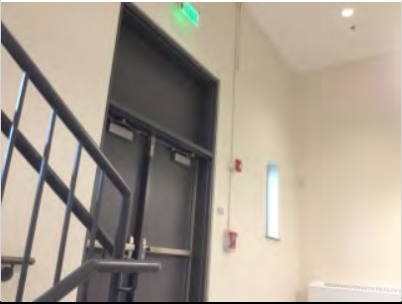
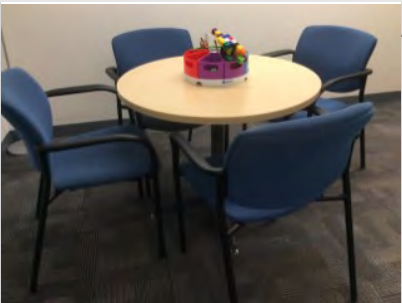
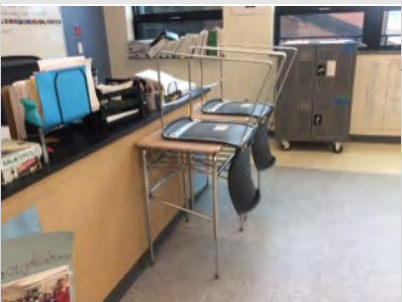

Town of Arlington  
Gibbs School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
34	Media Center	2		Ramps	Interior		Ramp < 48" wide Running slope >1:12 (8.33%)	43" 9.2%	Repair to this ramp might be technically infeasible.	1	-	\$0
Access to Goods and Services												
35	Vestibule to Boys' Toilet Room	2		Doors, Doorways, & Gates	Toilet Room		Maneuvering clearance(s) not provided		Provide an automatic door opener at the toilet room door.	1	1530	\$1530
Access to Goods and Services												
36	Gym, Exit to Stair 1	2	200	Means of Egress	N/A		Tactile exit sign not provided	-	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above finished floor located on the latch side of the door.	1	116	\$116
Access to Goods and Services												
37	Art Room	2	201	Signage	Designation		Sign not located on the latch side of the door	-	Locate sign at permanent rooms alongside the door on the latch side.	1	Labor	\$0

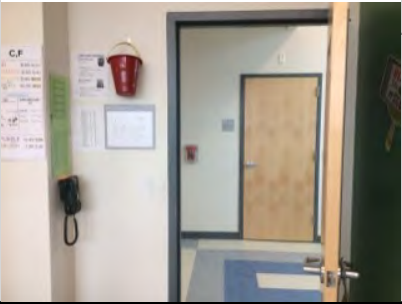
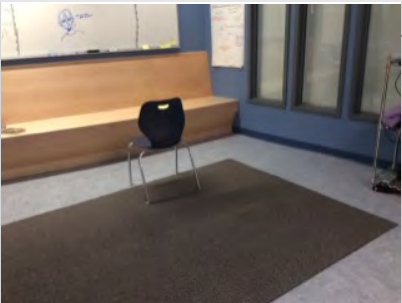
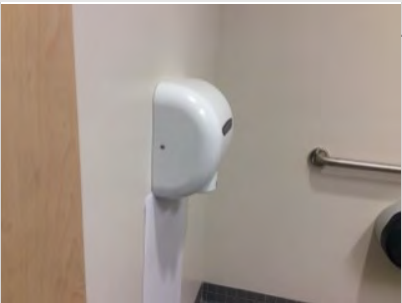
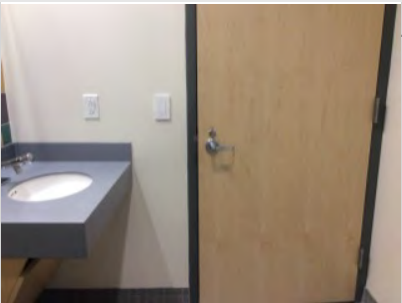
Town of Arlington  
Gibbs School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
38	Art Room	2	201	Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	17.5"	Provide at least 1 work surface with 27" min. knee and toe clearance. (The horizontal post interferes with the clearance which should be 19 inches deep min.)	1	440	\$440
Access to Goods and Services												
39	Specialized Classroom	2	202A	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided	12"	Relocate table and bin to provide 18" clear on the latch pull side of the door.	1	Labor	\$0
Access to Goods and Services												
40	School Counselor	2	204	Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	-	Provide at least 1 work surface with 27" min. knee and toe clearance.	1	350	\$350
41	School Counselor	2	204	Doors, Doorways, & Gates	N/A		Maneuvering clearance(s) not provided	5"	Relocate bookshelf to provide 18" clear on the latch pull side of the door.	1	Labor	\$0
Access to Goods and Services												
42	Classroom	2	206	Interior Access Route	N/A		Route < 36" wide	30.5"	Ensure that a clear width of 36" min. is maintained at the accessible route. Relocate furniture.	1	Labor	\$0

Town of Arlington  
Gibbs School

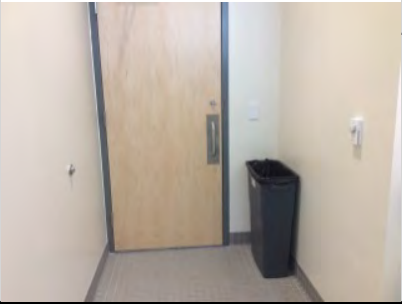

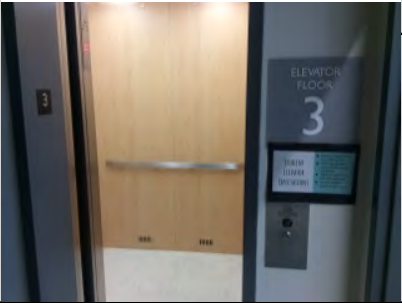

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
43	Stair 6, Exit 13 Connects to Media Center and Gym	2	206	Means of Egress	N/A		Tactile exit sign not provided	-	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above finished floor located on the latch side of the door.	1	116	\$116
Access to Goods and Services												
44	School Counselor's Office	2	207	Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	-	Provide at least 1 work surface with 27" min. knee and toe clearance.	1	350	\$350
Access to Goods and Services												
45	Science Room	2	216	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided Knee or toe clearance not provided	- 24"	Ensure that at least one work surface is accessible. Provide at least 1 work surface with 27" min. knee and toe clearance.	1	350	\$350
Additional Access												
46	Science Classroom	2	218	Sink	Classroom		Clear floor space not provided at sink	-	Provide a 30" by 48" clear floor space positioned for a forward approach. Ensure the space under the sink is kept clear. Relocate stored objects.	1	Labor	\$0

Town of Arlington  
Gibbs School





ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
47	Classroom	2	220	Operable Parts	Other		Reach < 15" or > 48"(forward/side approach)	66"	Relocate bucket to be between 15"- 48" above the finished floor. Locate it away from the door maneuvering clearance and out of the circulation path.	1	Labor	\$0
Access to Goods and Services												
48	Breakout Space	2	2A	Doors, Doorways, & Gates	N/A		Mat not securely attached	-	Secure the mat.	1	Labor	\$0
Toilet & Bathing Rooms												
49	At Both Single-User Toilet Rooms By 305	3		Dispensers	Hand Dryer		Dispenser acts as a protruding object	36.25"	Both toilet rooms should resolve protruding object issues. Relocate the hand dryer out of the circulation path.	2	353	\$706
Access to Goods and Services												
50	At One Single-User Toilet Room By 305	3		Doors, Doorways, & Gates	Toilet Room		Maneuvering clearance(s) not provided	14"	At least one of these toilet rooms must be compliant. Provide an automatic door opener at one, and at the toilet room without the automatic door opener, replace the sign with a sign that does not contain the International Symbol of Accessibility (ISA).	1	1646	\$1646







Town of Arlington  
Gibbs School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
51	Girls' and Boys' Toilet Rooms	3		Doors, Doorways, & Gates	Toilet Room		Maneuvering clearance(s) not provided	-	Relocate the trash can to provide 18" clear on the latch pull side of the door.	1	Labor	\$0
Access to Goods and Services												
52	Science Room	3	304 310	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided Knee or toe clearance not provided	- -	Provide at least 1 work surface with 27" min. knee and toe clearance in the science labs.	1	440	\$440
Access to Goods and Services												
53	Elevator Near 306	3	306	Elevator	Interior		Door clear width off-centered < 36"	33"	Repair may require major renovation at elevator cab and hoistway and may not be practical until system is replaced.	1	-	\$0
Access to Goods and Services												
54	Classrooms	3	307, 305	Doors, Doorways, & Gates	Classroom		Mat not securely attached	-	Secure the mats.	2	Labor	\$0

Town of Arlington  
Gibbs School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Toilet & Bathing Rooms												
55	Girls' and Boys' Toilet Rooms	3, 2		Dispensers	Hand Dryer		Dispenser acts as a protruding object	36.5"	Relocate the hand dryer out of the circulation path.	4	353	\$1412
Access to Goods and Services												
56	Classrooms Throughout School	3, 2, 1		Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided	-	Remove the trash can and bin to provide 18" clear on the latch pull side of the door.	10	Labor	\$0
Best Practice												
57	Corridor Lockers	3,2,1							Best Practice: If padlocks are provided by school, provide an option that is easier to operate for students who request them.	1	-	\$0
Best Practice												
58	Community Garden	Ext.							Best Practice: The IHCD team is encouraged to see that raised garden beds have been provided for students. Consider also providing an additional raised planter for seated users with knee and toe clearance mounted 27" above the ground.	1	-	\$0

Town of Arlington  
Gibbs School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Best Practice												
59	Community Garden Area	Ext.						-	Best Practice: Provide a bench in a location that allows for a clear floor space of 36" wide min. by 48" deep min. Ensure that there can be shoulder alignment between a person seated on the bench and a person seated alongside the bench using a wheelchair. The shoulder alignment of the wheelchair space should be measured 36" from the front of the wheelchair space.	1	-	\$0
Best Practice												
60	Exit 14 on Foster Street	Ext.						-	Best Practice: Although the stepped exit on Foster Street is no longer used as an entrance, it is located at the entry plaza and may be mistaken for one. It would be helpful to provide a directional sign at the base of the stairs to direct people to the nearest accessible entrance. (\$173)	1	-	\$0
Best Practice												
61	Parking Lot Electric Vehicle Charging Station	Ext.			N/A				Best Practice: Consider providing a 3' min. access aisle around at least one (1) electric vehicle charging station. Ensure this route connects to the charging port.	1	-	\$0
Approach and Entrance												
62	Passenger Loading Zone	Ext.		Passenger Loading Zones	N/A		Zone not connected to an accessible route Marking not provided at access aisle	- -	Ensure the passenger loading zone is connected to an accessible route. Provide a curb ramp. Ensure access aisles are marked to discourage parking in them.	1	3804	\$3804



# Hardy Elementary School



## Town of Arlington ADA Transition Plan

November 2019



Institute for Human Centered Design

200 Portland Street, Boston, MA 02114  
www.IHCDesign.org • info@IHCDesign.org  
617-695-1225 voice/tty

# Hardy Elementary School

Year Built: 1925      Year Renovated: 1988, 2001

## Background

The Hardy Elementary School is a K-5 educational building located at 52 Lake Street. The building is three (3) stories high with vertical access by means of stairs and an elevator.

The ground floor houses the principal’s office, cafetorium, teacher’s dining room, music room, three (3) classrooms allocated for fifth grade students and a gym. The first floor consists of a library, special education counseling and resources room, and classrooms for first-grade and kindergarten students. Major spaces on the second floor include an art room, a special education resources room, and classrooms for fourth-grade and second-grade students. Toilet rooms are provided on all levels along with toilets within each of the kindergarten classrooms.

The School has two (2) main entry points located nearby each other on the side of the building facing Brooks Ave. The main entrance (Exit 1) is used as the primary student entrance while the other entrance (Exit 13) is used as the main public entrance that leads towards the gym. There are a total of 13 emergency exits, including 12 public exits. On March 22, 2018 the Office of Public Safety and Inspections Architectural Access Board granted relief from making stepped Exits 3 and 4 accessible on the condition that signage is installed that indicates the location of the nearest accessible entrance and exit from these locations.

The parking lot at the school has a total of 34 parking spaces, which includes one (1) car-accessible parking space and one (1) parking space large enough to be a van-accessible parking space.

Outdoor amenities include a community garden, a basketball court and playgrounds on the north and south side.

Currently a new proposal for an addition of six (6) classrooms is under consideration.

# Key Accessibility Issues

Exterior Access Routes  
There is a lack of an accessible route to the community garden.

Parking  
Accessibility issues include a lack of signage with the designation “Van Accessible” at one (1) van-accessible parking space and one (1) identification sign that needs to be repositioned so that the bottom of the sign is 60” min. above the ground.

Entrances and Exits  
The maneuvering clearance at the main entrance door has a slope greater than 1:50 (2%). The door to Exit 7 lacks maneuvering clearance. Additionally, on March 22, 2018, the Massachusetts Architectural Access Board recommended an automatic door opener at Exit 9 due to an excessive slope at the ramp that leads to it.

Additional accessibility issues include a lack of tactile exit signs at all exits. In most cases, exits that are accessible lack the International Symbol of Accessibility (ISA) on an illuminated exit sign. Inaccessible exits lack directional signage to accessible exits.

Doors  
Accessibility issues include doors that lack maneuvering clearances due to furniture placement.

Ramp  
The exterior ramp by Exit 12 lacks edge protection.

Designation Signage  
Accessibility issues include designation signs that are not mounted on the latch side of the door, designation signs that lack contrast, and accessible toilet rooms that lack the International Symbol of Accessibility (ISA).

Dining and Work Surfaces

There is a lack of accessible work surfaces in several classrooms. Additionally, there is a lack of an accessible dining surface in the cafetorium.

Toilet Rooms

Accessibility issues in toilet rooms include toilet paper dispensers that do not allow continuous paper flow; one (1) urinal lacks 30” of clear width; one (1) accessible toilet compartment in a girls’ toilet room lacks 72 inches of clear depth. A shower is provided in the nurse’s office but it is not accessible. Additional issues include dispensers that protrude into the circulation path and dispensers that are not operable with a closed fist.

Sinks

Sinks in most classrooms, as well as the health center lack knee and toe clearance and some lack clear floor space due to furniture placement. In addition, pipes are not insulated to protect against contact in three (3) classrooms.

Play Areas

Accessibility issues include a lack an accessible route to each play component in the north and south playgrounds. In addition, there is a lack of a 48 inch wide accessible route around both playgrounds.

**Note:** The Massachusetts Architectural Access Board (MAAB) does not consider engineered wood fiber (EWF) to comply with its regulation requiring an accessible route to each play component.

Additional Accessibility Issues

- The minimum number of lockers (five percent) are not accessible.
- Issues with drinking fountains include lack of cane protection at one standing height drinking fountain, and lack of a drinking fountain for a standing user on the second floor.
- Two (2) classrooms lack accessible storage areas.

**Order of Magnitude Cost Estimates**

- Provide one (1) compliant curb ramp: \$2,800
- Provide an automatic door opener at one (1) entrance and two (2) exits: \$4,590
- Provide emergency egress signage: \$2,552
- Relocate protruding objects or provide a cane-detectable barrier: \$1,409
- Provide an automatic door opener at the women’s toilet room: \$1,530
- Provide edge protection at the ramp by Exit 12: \$1,260
- Provide accessible dining and work surfaces: \$4,750
- Provide 15 accessible lockers: \$1,920
- Renovate toilet rooms: \$13,482
- Renovate drinking fountains: \$2,459
- Provide an accessible route around playgrounds and an accessible route to each play component: \$65,790
- Miscellaneous corrective actions (exterior route, parking and designation signage, operable parts, sinks, storage, etc.): \$2,918





**Total: \$105,460**

**Best Practice and Inclusive Design**




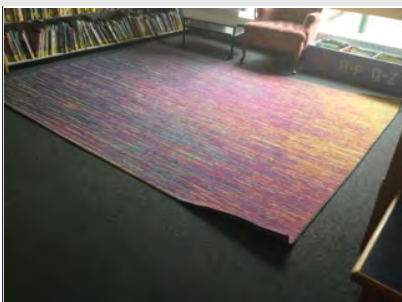
Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

- Provide at least one coat hook and shelf that is 36 inches maximum above the finished floor in kindergarten classroom 2 and kindergarten classroom 3.
- Some signs do not reflect the program observed by IHCD staff at the time of review. If a room permanently changes its program, update the designation signage to reflect the current program.
- On corridors on the ground floor and first floor, consider locating one hook no higher than 36 inches maximum above the finished floor.
- The sign for the boys' toilet room on the second floor is correctly placed but it is difficult to know which toilet room is which because the girls' and the boys' toilet rooms are side by side. Consider adding arrows to each sign.
- Although Exit 2 was not understood to be an entrance by either of the two ADA surveys, the public may mistake it for one due to the stonework with the schools name carved on it. Consider providing a directional sign to the nearest accessible entrance.
- Provide clear floor space of 36" wide min. by 48" deep min. alongside at least one bench by Exit 2.
- Consider providing an adjustable height bed in the nurse’s office.
- In playgrounds, IHCD strongly recommends exploring the possibility of an alternative surface to engineered wood fiber (EWF). Over time, EWF requires continuous maintenance to ensure the surface is maintained in operable working condition (stable, firm and slip-resistant). In addition, when used in combination with other surfaces required for accessible routes to play components in Massachusetts, it will present a challenge to prevent level changes at the transition points between EWF and other surfaces, and to keep the accessible routes clear of EWF.

**Town of Arlington  
Hardy Elementary School**






ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
1	Exit 4	1		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Provide a directional sign indicating the location of the nearest emergency exit. Provide a tactile exit sign with raised characters and braille at exit doors. Mount signs between 48"- 60" above finished floor located on the latch side of the door.	2	116	\$232
Access to Goods and Services												
2	Classroom	1	101A	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided	3.5"	Relocate table and shelf to ensure 18" clear on the latch pull side of the door and clear floor space at the sign.	1	Labor	\$0
Access to Goods and Services												
3	Reading Room	1	104A	Interior Access Route	N/A		Route < 36" wide	27.5"	Ensure that a clear width of 36" min. is maintained at the accessible route. Relocate furniture.	1	Labor	\$0
4	Reading Room	1	104A	Interior Access Route	N/A		Route < 36" wide	17"	Ensure that a clear width of 36" min. is maintained at the accessible route. Relocate furniture.	1	Labor	\$0

**Town of Arlington  
Hardy Elementary School**



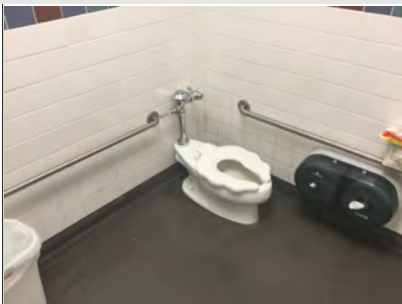

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
5	Reading Room, Speech and Language Room	1	104A 103A	Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Securely attach all the mats in the room.	3	Labor	\$0
Access to Goods and Services												
6	Reading Room, Kindergarten Classroom	1	104A 121	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided	22.5"	Ensure that at least one work surface is accessible with 24" high of knee and toe clearance min.	2	350	\$700
Access to Goods and Services												
7	Library/ Instructional Materials Center	1	105A	Signage	Designation		Braille not provided	- -	Ensure that braille is not obscured by paper sign.  Best Practice: Consider simplifying language to say "Library."	1	Labor	\$0
Access to Goods and Services												
8	Library/ Instructional Materials Center	1	105A	Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Securely attach mat.	1	Labor	\$0




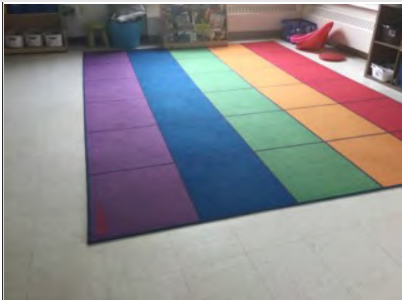

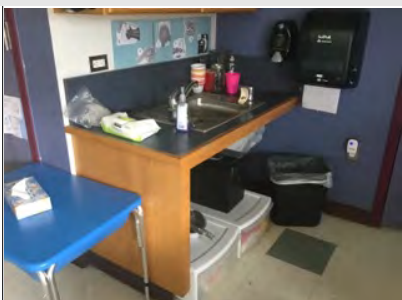
**Town of Arlington  
Hardy Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Access to Goods and Services</b>												
9	MCAS Testing Office	1	105B	Doors, Doorways, & Gates	Meeting Room		Maneuvering clearance(s) not provided	8"	Remove the cabinet so there this 18" minimum on the latch pull side of the door.	1	Labor	\$0
10	MCAS Testing Office	1	105B	Interior Access Route	N/A		Route < 36" wide	17.5"	Ensure that a clear width of 36" min. is maintained at the accessible route. Rearrange furniture.	1	Labor	\$0
<b>Access to Goods and Services</b>												
11	OT Room	1	105E	Interior Access Route	N/A		Route < 36" wide	15"	Ensure that a clear width of 36" min. is maintained at the accessible route. Relocate furniture.	1	Labor	\$0
12	OT Room	1	105E	Doors, Doorways, & Gates	Other		Door requires > 5 lbs. of force to open	13 lbs.	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	\$0
13	OT Room	1	105E	Signage	Designation		Raised characters not provided Braille not provided	- -	Remove any material that covers the sign. Always ensure the signs with raised characters and braille are not covered.	1	Labor	\$0

**Town of Arlington  
Hardy Elementary School**




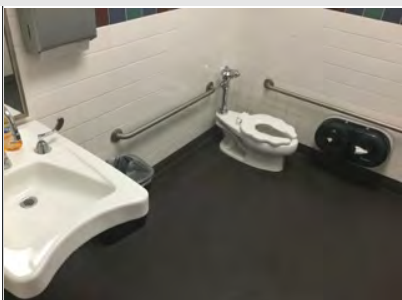
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Access to Goods and Services</b>												
14	Classroom 8	1	108 / 117	Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Securely attach mat.	1	Labor	\$0
15	Classroom 8	1	108 / 117	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided	-	Relocate shelves and other items to ensure 18" clear on the latch pull side of the door.	1	Labor	\$0
<b>Toilet Rooms for Children</b>												
16	Kindergarten Classroom 1 Toilet Room	1	110A / 120	Toilet Compartment	Accessible Compartment		Non-compliant toilet paper dispenser	12"	Replace toilet paper dispenser as it does not allow continuous paper flow. Ensure that dispenser controls are located no lower than 14" above the finished floor.	1	353	\$353
<b>Access to Goods and Services</b>												
17	Kindergarten Classroom 1	1	110A / 120	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided	19.75"	Ensure that at least one work surface is accessible with 24" high of knee and toe clearance min.	1	350	\$350

**Town of Arlington  
Hardy Elementary School**





ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
18	Kindergarten Classroom 1 Toilet Room	1	110A / 120	Signage	Designation		Sign not located on the latch side of the door	-	Locate sign at permanent rooms alongside the door on the latch side.	1	Labor	\$0
Access to Goods and Services												
19	Kindergarten Classroom 1, Kindergarten Classroom 3, Kindergarten Classroom 2	1	110A / 120 121 122	Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Securely attach mats.	4	Labor	\$0
Access to Goods and Services												
20	Kindergarten Classroom 2 Toilet Room	1	111	Doors, Doorways, & Gates	Toilet Room		Maneuvering clearance(s) not provided	-	Relocate cabinet to ensure 18" clear on the pull side of the door.	1	Labor	\$0
Access to Goods and Services												
21	Kindergarten Classroom 2	1	111	Interior Access Route	N/A		Obstructed by protruding objects Not operable with a closed fist	- -	Relocate paper towel dispenser out of the circulation path. Provide a paper towel dispenser that can be operable with a closed fist.	1	628	\$628







**Town of Arlington  
Hardy Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Access to Goods and Services</b>												
22	Kindergarten Classroom 2 Toilet Room	1	111 / 116	Signage	Designation		Sign not located on the latch side of the door	-	Locate sign at permanent rooms alongside the door on the latch side.	1	Labor	\$0
<b>Additional Access</b>												
23	Kindergarten Classroom 2	1	111 / 116	Sink	Classroom		Toe and knee clearances not provided	-	Ensure there is knee clearance positioned for a forward approach by relocating the storage bins. 18" deep at the sink is not entirely compliant, but usable.	1	Labor	\$0
<b>Best Practice</b>												
24	Kindergarten Classroom 2	1	111 / 116					48"	Best Practice: Provide at least one coat hook and shelf that is 36" maximum above the finished floor.	1	-	\$0
<b>Toilet Rooms for Children</b>												
25	Kindergarten Classroom 2 Toilet Room	1	111 / 116	Single-User Toilet	N/A		Non-compliant toilet paper dispenser	13"	Replace toilet paper dispenser as it does not allow continuous paper flow. Ensure that dispenser controls are located no lower than 14" above the finished floor.	1	353	\$353




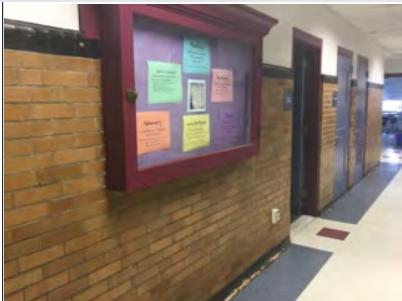
**Town of Arlington  
Hardy Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Best Practice</b>												
26	Kindergarten Classroom 3	1	111A					48"	Best Practice: Provide at least one coat hook and shelf that is 36" maximum above the finished floor.	1	-	\$0
<b>Best Practice</b>												
27	Kindergarten Classroom 3 (Sign to Computer Lab)	1	114D					-	Best Practice: Sign does not reflect the current use of the room. Consider replacing sign.	1	-	\$0
<b>Access to Goods and Services</b>												
28	Reading Room	1	116A	Doors, Doorways, & Gates	Meeting Room		Maneuvering clearance(s) not provided	-	Relocate trash bin to ensure 18" clear on the latch pull side of the door.	1	Labor	\$0
29	Reading Room	1	116A	Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Securely attach mat.	1	Labor	\$0

**Town of Arlington  
Hardy Elementary School**


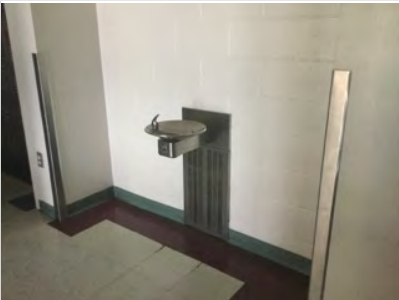



ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Toilet Rooms for Children</b>												
30	Boys' Toilet Room	1	117 / 109	Toilet Compartment	Accessible Compartment		Non-compliant toilet paper dispenser	-	Replace toilet paper dispenser as it does not allow continuous paper flow.	1	353	\$353
<b>Toilet Rooms for Children</b>												
31	Girls' Toilet Room	1	120 / 107	Toilet Compartment	Accessible Compartment		Non-compliant toilet paper dispenser	-	Replace toilet dispenser as it does not allow continuous paper flow.	1	353	\$353
<b>Access to Goods and Services</b>												
32	Kindergarten Classroom	1	121	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided	-	Relocate desk to ensure 18" clear on the latch pull side of the door.	1	Labor	\$0
<b>Access to Goods and Services</b>												
33	Kindergarten Classroom	1	121	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided Knee or toe clearance not provided	- 22" wide	Provide at least 1 work surface with 24" min. high, 30" min. wide knee and toe clearance.	1	350	\$350

**Town of Arlington  
Hardy Elementary School**

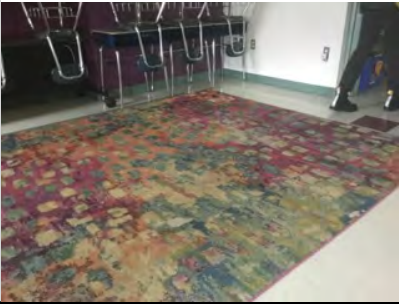



ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Access to Goods and Services</b>												
34	Kindergarten Classroom	1	122	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided	-	Relocate desk out of the required door maneuvering clearance.	1	Labor	\$0
<b>Additional Access</b>												
35	Kindergarten Classroom	1	122	Sink	Classroom		Toe and knee clearances not provided	-	Ensure there is knee clearance positioned for a forward approach by relocating the storage bin. 18" deep at the sink is not entirely compliant, but usable.	1	Labor	\$0
<b>Access to Goods and Services</b>												
36	Kindergarten Classrooms	1	122 121	Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Securely attach mats.	3	Labor	\$0
<b>Access to Goods and Services</b>												
37	Corridor Near 116A	1	333	Interior Access Route	N/A		Obstructed by protruding objects	5.5"	Note: On March 22, 2018; The Massachusetts Office of Public Safety and Inspections Architectural Access Board granted relief for this condition.	2	-	\$0



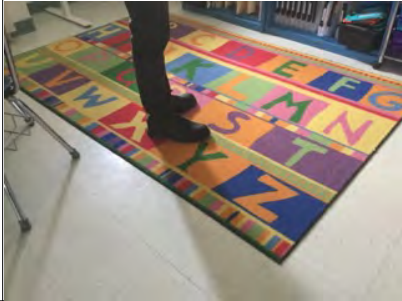

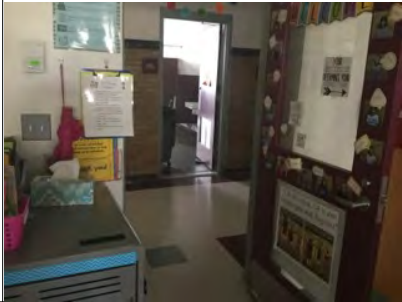


**Town of Arlington  
Hardy Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Best Practice</b>												
38	Near Stair 2	1	333					52"	Best Practice: Provide at least one hook is 36" maximum above the finished floor.	1	-	\$0
<b>Additional Access</b>												
39	Corridor by Stair 2	2	200	Drinking Fountains	Low		No drinking fountain provided for standing users	-	Provide an additional drinking fountain for standing users or install a Hi-Lo drinking fountain.	1	2014	\$2014
<b>Access to Goods and Services</b>												
40	Classroom 10	2	201B	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided Knee or toe clearance not provided	18" wide 21"	Provide at least 1 work surface with 24" min. high, 30" min. wide knee and toe clearance.	1	350	\$350
41	Classroom 10	2	201B	Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Securely attach mat.	1	Labor	\$0
42	Classroom 10	2	201B	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided	-	Relocate trash bin to ensure 18" clear on the latch pull side of the door.	1	Labor	\$0

Town of Arlington  
Hardy Elementary School






ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
43	Classroom 11	2	202	Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Securely attach mat.	1	Labor	\$0
Additional Access												
44	Classroom 11	2	202	Sink	Classroom		Toe and knee clearances not provided Exposed plumbing underneath sink	17" deep -	18" deep at the sink is not entirely compliant, but usable. Insulate or otherwise configure pipes at sink.	1	46	\$46
Access to Goods and Services												
45	Stair 1 From Classroom	2	202C	Signage	Egress		Not provided	-	Ensure that tactile egress signage is not obstructed by the flag.	1	Labor	\$0
Access to Goods and Services												
46	Learning Center, Room 1	2	203A	Interior Access Route	N/A		Route < 36" wide	23"	Ensure that a clear width of 36" min. is maintained at the accessible route. Relocate furniture.	1	Labor	\$0

**Town of Arlington**  
**Hardy Elementary School**





ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
47	Learning Center, Room 2	2	204A	Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Securely attach mat.	1	Labor	\$0
Access to Goods and Services												
48	Science Room	2	206A	Interior Access Route	N/A		Obstructed by protruding objects	-	Relocate decorations hanging in the doorway out of the circulation path.	1	Labor	\$0
49	Science Room	2	206A	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided	-	Relocate furniture to provide 18" clear on the latch pull side of the door.	1	Labor	\$0
50	Science Room	2	206A	Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Securely attach all the mats in the room.	2	Labor	\$0
Additional Access												
51	Science Room	2	206A	Sink	Classroom		Clear floor space not provided at sink Toe and knee clearances not provided Exposed plumbing underneath sink	- 18" deep -	Relocate furniture to provide a 30" by 48" clear floor space positioned for a forward approach at the sink. Ensure there is knee clearance positioned for a forward approach by relocating the storage bins. 18" deep at the sink is not entirely compliant, but usable. Insulate or otherwise configure pipes at sink.	1	Labor 46	\$46






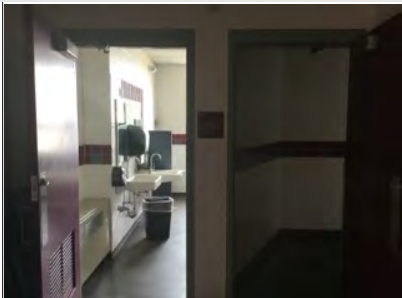
**Town of Arlington  
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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Toilet Rooms for Children</b>												
52	Girls' Toilet Room by 202B	2	207	Toilet Compartment	Accessible Compartment		Door with malfunctioning self-closing hinge Non-compliant toilet paper dispenser	- -	Repair self-closing hinge. Replace toilet paper dispenser as it does not allow continuous paper flow.	1	353 Labor	\$353
53	Girls' Toilet Room by 202B	2	207	Dispensers	Paper Towel Dispenser		Dispenser controls > 42" high Dispenser not operable with a closed fist	47.45" -	Relocate paper towel dispenser so the operable part is 42" max. above the finished floor. Provide a paper towel dispenser that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	453	\$453
<b>Access to Goods and Services</b>												
54	Art Room	2	207B / 213	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided	-	Relocate trash can to ensure 18" clear on the latch side of the door.	1	Labor	\$0
55	Art Room	2	207B / 213	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided	-	Relocate furniture on the left side of the door to ensure there is 22" clear on the hinge side of the door.	1	Labor	\$0
<b>Additional Access</b>												
56	Art Room	2	207B / 213	Sink	Classroom		Toe and knee clearances not provided	18" deep	Ensure there is knee clearance positioned for a forward approach by relocating the recycling bin. 18" deep at the sink is not entirely compliant, but usable.	1	Labor	\$0



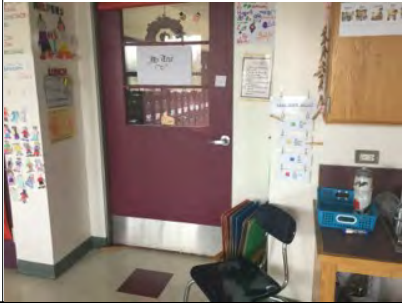

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Access to Goods and Services</b>												
57	Boys' Toilet Room	2	209	Signage	Designation		International Symbol of Acc. not compliant	-	Replace sign with a sign containing the International Symbol of Accessibility.	1	116	\$116
<b>Toilet Rooms for Children</b>												
58	Boys' Toilet Room	2	209	Toilet Compartment	Accessible Compartment		Non-compliant toilet paper dispenser	-	Replace toilet dispenser as it does not allow continuous paper flow.	1	353	\$353
<b>Access to Goods and Services</b>												
59	Classroom 12	2	209 / 212	Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Securely attach mat.	1	Labor	\$0
60	Classroom 12	2	209 / 212	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided	6"	Relocate items out of maneuvering clearance. Provide 18" clear on the latch pull side of the door.	1	Labor	\$0

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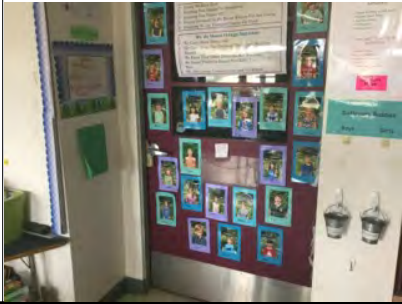
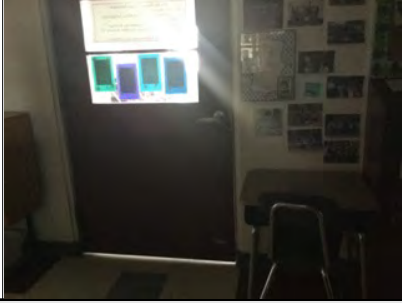

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Additional Access</b>												
61	Classroom 12	2	209 / 212	Sink	Classroom		Toe and knee clearances not provided	18" deep	Ensure there is knee clearance positioned for a forward approach by relocating the recycling bin. 18" deep at the sink is not entirely compliant, but usable.	1	Labor	\$0
<b>Toilet Rooms for Children</b>												
62	Boys' Toilet Room	2	210 / 218	Toilet Compartment	Accessible Compartment		Door with malfunctioning self-closing hinge Non-compliant toilet paper dispenser	- -	Repair self-closing hinge. Replace toilet paper dispenser as it does not allow continuous paper flow.	1	Labor 353	\$353
63	Boys' Toilet Room	2	210 / 218	Dispensers	Paper Towel Dispenser		Dispenser not operable with a closed fist	-	Provide a paper towel dispenser that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	453	\$453
<b>Best Practice</b>												
64	Boys' Toilet Room	2	210 / 218					-	Best Practice: The sign for the boys' toilet room on the second floor is correctly placed but it is difficult to know which toilet room is which because the girls' and the boys' toilet rooms are side by side. Consider adding arrows to each sign.	1	-	\$0

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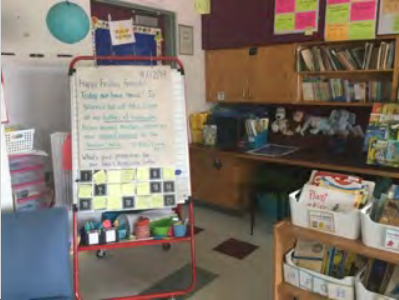



ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Toilet Rooms for Children</b>												
65	Girls' Toilet Room	2	211 / 219	Toilet Compartment	Accessible Compartment		Clearance at toilet 72" clear depth Coat hook not within reach range	60" 51.25"	Provide a wheelchair accessible compartment that is 60" wide min. and 72" deep min. Best Practice: Lower hook so that it is no higher 40"	1	3091	\$3091
<b>Access to Goods and Services</b>												
66	Girls' and Boys' Toilet Rooms	2	211 / 219 210 / 218	Doors, Doorways, & Gates	Toilet Room		Maneuvering clearance(s) not provided	46" or less	Note: On March 22, 2018; The Massachusetts Office of Public Safety and Inspections Architectural Access Board granted relief for this condition.	1	-	\$0
<b>Access to Goods and Services</b>												
67	Classroom 13	2	212A / 220	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided	12"	Best Practice: Relocate items such as folder box to ensure 18" clear on the latch pull side of the door.	1	-	\$0
<b>Additional Access</b>												
68	Classroom 13	2	212A / 220	Sink	Classroom		Toe and knee clearances not provided	18" deep	Ensure there is knee clearance positioned for a forward approach by relocating the recycling bin and trash bin. 18" deep at the sink is not entirely compliant, but usable.	1	Labor	\$0



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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Access to Goods and Services</b>												
69	Classrooms	2	212A / 220 212B	Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Securely attach all the mats in the room.	5	Labor	\$0
<b>Access to Goods and Services</b>												
70	Fourth Grade Classroom	2	212B	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided Knee or toe clearance not provided	- 22" wide	Provide at least 1 work surface with 24" min. high, 30" min. wide knee and toe clearance.	1	350	\$350
71	Fourth Grade Classroom	2	212B	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided	-	Note: On March 22, 2018; The Massachusetts Office of Public Safety and Inspections Architectural Access Board granted relief for this condition.	1	-	\$0
72	Fourth Grade Classroom	2	212B	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided	-	Relocate desk to ensure 18" clear on the latch pull side of the door.	1	Labor	\$0
<b>Additional Access</b>												
73	Fourth Grade Classroom	2	212B	Sink	Classroom		Toe and knee clearances not provided Exposed plumbing underneath sink	- -	Relocate bins out of the clear floor space required at the sink. Insulate or otherwise configure pipes at sink.	1	Labor 46	\$46

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Access to Goods and Services</b>												
74	Classroom 15	2	214A / 222	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided	-	Relocate desk to ensure 18" clear on the latch pull side of the door.	1	Labor	\$0
75	Classroom 15	2	214A / 222	Interior Access Route	N/A		Route < 36" wide	29"	Ensure that a clear width of 36" min. is maintained at the accessible route. Relocate furniture.	1	Labor	\$0
76	Classroom 15	2	214A / 222	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided	-	Relocate stand to ensure 24" clear on the latch pull side of the door.	1	Labor	\$0
<b>Additional Access</b>												
77	Classroom 15	2	214A / 222	Sink	Classroom		Clear floor space not provided at sink Toe and knee clearances not provided	- -	Relocate furniture to provide a 30" by 48" clear floor space positioned for a forward approach at the sink. Ensure there is knee clearance positioned for a forward approach by relocating the storage bins. 18" deep at the sink is not entirely compliant, but usable.	1	Labor	\$0
<b>Access to Goods and Services</b>												
78	Locker by 214B and Throughout School	2	214B	Locker Room	N/A		Total # of locker Total # of accessible locker 5% of lockers are not accessible	394 5 15	Provide 15 additional accessible lockers to ensure that 5% of all lockers are accessible .	15	128	\$1920








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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Access to Goods and Services</b>												
79	Classroom 17	2	216A / 215	Signage	Designation		Not provided	-	Sign is covered up. Relocate painting.	1	Labor	\$0
80	Classroom 17	2	216A / 215	Interior Access Route	N/A		Obstructed by protruding objects	67"	Relocate paintings to be 80" high min.	1	Labor	\$0
81	Classroom 17	2	216A / 215	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided	-	Relocate items out of maneuvering clearance. Provide 18" clear on the latch pull side of the door.	1	Labor	\$0
<b>Additional Access</b>												
82	Classroom 17	2	216A / 215	Sink	Classroom		Clear floor space not provided at sink Toe and knee clearances not provided	- 18" deep	Relocate furniture to provide a 30" by 48" clear floor space positioned for a forward approach at the sink. Ensure there is knee clearance positioned for a forward approach by relocating the recycling bin. 18" deep at the sink is not entirely compliant, but usable.	1	Labor	\$0
<b>Additional Access</b>												
83	Classroom	2	217A	Sink	Classroom		Exposed plumbing underneath sink Toe and knee clearances not provided	- -	Ensure there is knee clearance positioned for a forward approach by relocating the bins. Insulate or otherwise configure pipes at sink.	1	Labor 46	\$46

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
84	Fourth Grade Classroom 18	2	217A	Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	22" wide	Provide at least 1 work surface with 24" min. high, 30" min. wide knee and toe clearance.	1	350	\$350
85	Fourth Grade Classroom 18	2	217A	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided	22.5"	Ensure that at least one work surface is accessible with 24" high of knee and toe clearance min.	1	350	\$350
Access to Goods and Services												
86	Classroom 18 Classroom 17	2	217A 216A	Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Securely attach all the mats in the room.	4	Labor	\$0
Access to Goods and Services												
87	Classroom	2	218A	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided	-	Relocate trash bin to ensure there is 18" clear on the latch pull side of the door.	1	Labor	\$0
88	Classroom	2	218A	Signage	Designation		Raised characters not provided Braille not provided	- -	Provide text with raised characters duplicated in braille.	1	116	\$116

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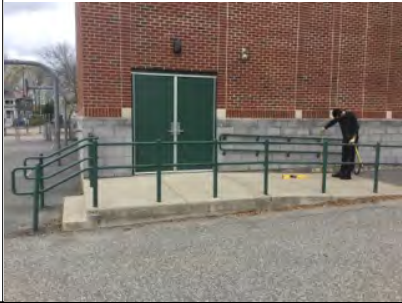

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
89	Classroom	2	218A	Interior Access Route	N/A		Obstructed by protruding objects Not operable with a closed fist	10"	Relocate paper towel dispenser out of the circulation path. Provide a paper towel dispenser that can be operable with a closed fist.	1	628	\$628
<b>Additional Access</b>												
90	Classroom	2	218A	Sink	Classroom		Clear floor space not provided at sink Toe and knee clearances not provided	- 18" deep	Relocate furniture to provide a 30" by 48" clear floor space positioned for a forward approach at the sink. Ensure there is knee clearance positioned for a forward approach by relocating the storage bins. 18" deep at the sink is not entirely compliant, but usable.	1	Labor	\$0
<b>Access to Goods and Services</b>												
91	Second Grade Classroom	2	221	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided Knee or toe clearance not provided	- 22" wide	Provide at least 1 work surface with 24" min. high, 30" min. wide knee and toe clearance.	1	350	\$350
<b>Additional Access</b>												
92	Second Grade Classroom	2	221	Sink	Classroom		Toe and knee clearances not provided	-	Ensure there is knee clearance positioned for a forward approach by relocating the recycling bin and trash bin. 18" deep at the sink is not entirely compliant, but usable.	1	Labor	\$0
93	Second Grade Classroom	2	221	Storage	N/A		Storage operable parts > 48" high At least one accessible storage unit not provided	- 72"	Storage compartments are either located higher than 54" or lower than 15" to the ground. Provide one storage compartment min. that is located between 15" and 48" above the finished floor.  Best Practice: Relocate at least one storage areas to be between 18" and 40" above the finished floor (for children's reach ranges).	1	378	\$378




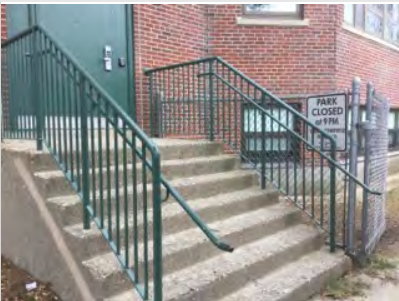


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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Access to Goods and Services</b>												
94	Second Grade Classrooms	2	221 222	Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Securely attach mat.	2	Labor	\$0
<b>Access to Goods and Services</b>												
95	Second Grade Classroom	2	222	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided Knee or toe clearance not provided	- 22" wide	Provide at least 1 work surface with 24" min. high, 30" min. wide knee and toe clearance.	1	350	\$350
<b>Additional Access</b>												
96	Second Grade Classroom	2	222	Sink	Classroom		Toe and knee clearances not provided	-	Ensure there is knee clearance positioned for a forward approach by relocating the recycling bin and trash bin. 18" deep at the sink is not entirely compliant, but usable.	1	Labor	\$0
97	Second Grade Classroom	2	222	Storage	N/A		At least one accessible storage unit not provided Storage operable parts > 48" high	- 72"	Storage compartments are either located higher than 54" or lower than 15" to the ground. Provide one storage compartment min. that is located between 15" and 48" above the finished floor.  Best Practice: Relocate at least one storage areas to be between 18" and 40" above the finished floor (for children's reach ranges).	1	378	\$378

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Approach and Entrance</b>												
98	Community Garden, Northwest Corner of Building	Ext.		Exterior Access Route	Walkway		Accessible route not provided	-	Ensure an accessible route is provided to and around the community garden.  (Cost estimate for 30' long 4' wide stone dust route around community garden.)	1	904	\$904
<b>Approach and Entrance</b>												
99	Exit 1, Main Entrance	Ext.		Entrance	Main Entrance		Maneuvering clearance at door > 1:50 (2.00%)	-	Provide an automatic door opener at the entrance door. Surface at entrance door is sloped greater than 2.00% Note: On March 22, 2018; The Massachusetts Office of Public Safety and Inspections Architectural Access Board granted relief until Feb. 2021 on the condition that status reports are provided to the board on January 1, 2019 and every six months thereafter.	1	1530	\$1530
<b>Access to Goods and Services</b>												
100	Exit 12, South Side of School	Ext.		Ramps	Exterior		Edge protection < 4" high	-	Provide edge protection that prevents the passage of a 4" diameter sphere, where any portion of the sphere is within 4" of the finished floor or ground surface.	1	1260	\$1260
<b>Best Practice</b>												
101	Exit 2	Ext.						-	Best Practice: Although not understood to be an entrance by either of the two ADA surveys as an entrance, the public may mistake it for one due to the stonework with the schools name carved on it. Consider providing a directional sign to the nearest accessible entrance.	1	-	\$0

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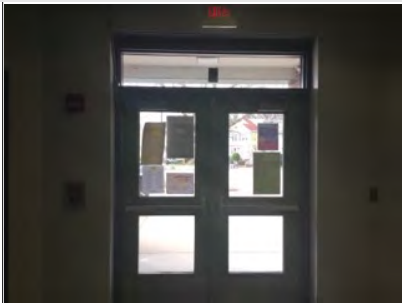

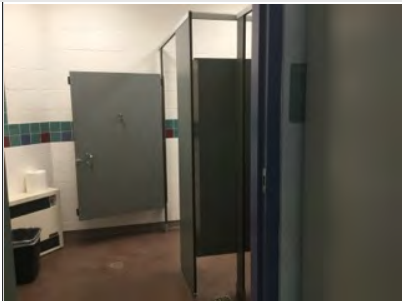
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
102	Exit 4	Ext.		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	-	Provide a directional sign indicating the location of the nearest emergency exit on the interior of the door. Provide a tactile exit sign with raised characters and braille at exit doors. Mount signs between 48"- 60" above finished floor located on the latch side of the door on the interior.	2	116	\$232
Access to Goods and Services												
103	Exit 5	Ext.		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Provide a directional sign indicating the location of the nearest emergency exit on the interior of the door. Provide a tactile exit sign with raised characters and braille at exit doors. Mount signs between 48"- 60" above finished floor located on the latch side of the door on the interior.	2	116	\$232
Access to Goods and Services												
104	Exits 8 and 6	Ext.		Means of Egress	N/A		Illuminated exit sign with International Symbol of Acc. not provided Tactile exit sign not provided	- -	On the interior of accessible exits provide an illuminated sign with the International Symbol of Accessibility (ISA). On the interior of exits, provide a tactile exit sign with raised characters and braille at exit door. Mount signs between 48"- 60" above finished floor located on the latch side of the door.	4	116	\$464
Approach and Entrance												
105	Parking Lot	Ext.		Off-Street Parking Lot or Garage	Visitor		Total # of parking Total # of designated accessible parking spaces Total # of designated van accessible spaces Sign does not have the designation "Van Accessible" Sign bottom < 60" above finished grade	34 1 1 - 37.25"	Add the designation "Van Accessible" to the sign located at the van accessible space. Locate sign with the bottom of the sign 60" above the ground.	1	250 Labor	\$250





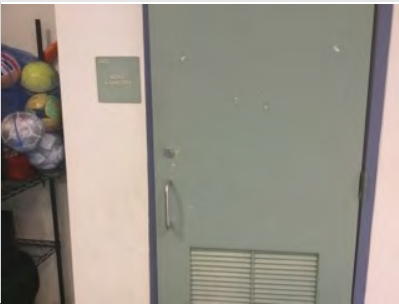

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Play and Sport Areas</b>												
106	Playground on North Side of Building	Ext.		Play Areas	N/A		Accessible route not provided to play components	-	Provide a 5' wide accessible route to each play component.  (Cost estimate for a 5' wide 30' poured-in-place rubber route to each play component.)	1	2100	\$2100
107	Playground on North Side of Building	Ext.		Play Areas	N/A		Accessible route not provided around the playground	-	Provide a 4' wide accessible route around the playground on the Lake Street side by the fence.  (Cost estimate for a 4' wide 200' long asphalt route around the playground.)	1	6800	\$6800
108	Playground on North Side of Building	Ext.		Play Areas	N/A		Accessible route not provided to play components		Provide a 5' wide accessible route to each play component. A route is only provided to part of the play component including the transfer platform.  (Cost estimate for a 5' wide 36' poured-in-place rubber route to each play component.)	1	2520	\$2520
<b>Play and Sport Areas</b>												
109	Playground on South Side of Building	Ext.		Play Areas	N/A		Accessible route not provided around the playground Accessible route not provided to play components	- -	Provide a 4' wide accessible route around the playground. Provide a 5' wide accessible route to each play component.  (Cost estimate for a 4' wide 265' long asphalt route around the playground and a 5' wide 648' poured-in-place rubber route to each play component.)	1	54370	\$54370
<b>Approach and Entrance</b>												
110	Route From Parking Lot to Main Entrance	Ext.		Curb Ramp	N/A		Landing not provided at top of curb ramp	7.6%	Provide landing at top of curb ramp or reconfigure ramp.  Note: On March 22, 2018; The Massachusetts Office of Public Safety and Inspections Architectural Access Board granted relief until Feb. 2021 on the condition that status reports are provided to the board on January 1, 2019 and every six months thereafter.	1	2800	\$2800


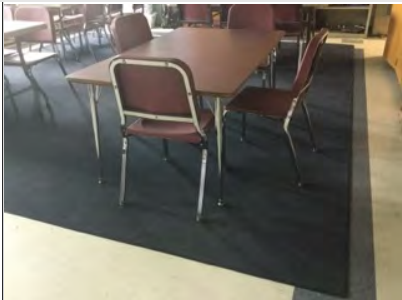


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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Best Practice</b>												
111	Walkway Near Exit 2	Ext.						-	Best Practice: Provide clear floor space of 36" wide min. by 48" deep min. alongside at least one bench by Exit 2.	1	-	\$0
<b>Access to Goods and Services</b>												
112	Exit 13	G		Means of Egress	N/A		Tactile exit sign not provided	-	Provide a tactile exit sign with raised characters and braille at exit doors. Mount signs between 48"- 60" above finished floor located on the latch side of the door.	1	116	\$116
<b>Additional Access</b>												
113	Corridor by Girls' Toilet Room	G	G01	Drinking Fountains	Hi-Lo		Clear floor space not provided	-	Ensure chairs are removed and no other items obstruct around the drinking fountain to provide a 30" by 48" clear floor space positioned for a forward approach.	1	Labor	\$0
<b>Access to Goods and Services</b>												
114	Girls' Toilet Room Near Gym	G	G01/ G10	Signage	Designation		Sign not located on the latch side of the door	-	Locate sign at permanent rooms alongside the door on the latch side. Ensure that sign is not obstructed or covered.	1	Labor	\$0

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
115	Girls' Toilet Room Near Gym	G	G01/ G10	Doors, Doorways, & Gates	Toilet Room		Maneuvering clearance(s) not provided	- -	Remove the wall cabinet alongside the door on the latch pull side to ensure that there is 18" clear alongside the door minimum.	1	Labor	\$0
Toilet Rooms for Children												
116	Girls' Toilet Room Near Gym	G	G01/ G10	Toilet Compartment	Accessible Compartment		Door with malfunctioning self-closing hinge Non-compliant toilet paper dispenser	- -	Repair self-closing hinge. Replace toilet paper dispenser as it does not allow continuous paper flow.	1	Labor 353	\$353
Access to Goods and Services												
117	Boys' Toilet Room Near Gym	G	G02 / G11	Signage	Designation		Non glare finish and contrast not provided International Symbol of Acc. not compliant	- -	Provide signs with a non-glare finish with characters that have a high contrast to the background. Replace sign with a sign containing the International Symbol of Accessibility.	1	116	\$116
Toilet Rooms for Children												
118	Boys' Toilet Room Near Gym	G	G02 / G11	Toilet Compartment	Accessible Compartment		Non-compliant toilet paper dispenser	-	Replace toilet paper dispenser as it does not allow continuous paper flow.	1	353	\$353

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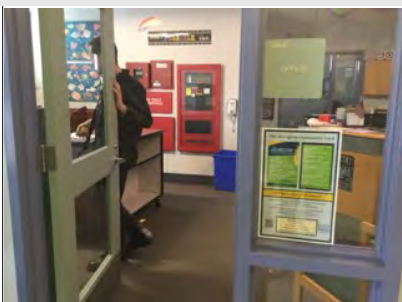
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Access to Goods and Services</b>												
119	Gym Exits 11 and 12	G	G03C	Means of Egress	N/A		Illuminated exit sign with International Symbol of Acc. not provided Tactile exit sign not provided	-	At accessible exits provide an illuminated sign with the International Symbol of Accessibility (ISA). Provide a tactile exit sign with raised characters and braille at exit doors. Mount signs between 48"- 60" above finished floor located on the latch side of the door.	2	116	\$232
<b>Access to Goods and Services</b>												
120	After School Program	G	G04A	Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Securely attach mat.	1	Labor	\$0
<b>Additional Access</b>												
121	After School Program	G	G04A	Sink	Classroom		Toe and knee clearances not provided	-	Ensure there is knee clearance positioned for a forward approach by relocating the recycling bin and trash bin. 18" deep at the sink is not entirely compliant, but usable.	1	Labor	\$0
<b>Access to Goods and Services</b>												
122	Health Center	G	G05A	Doors, Doorways, & Gates	N/A		Maneuvering clearance(s) not provided	-	Relocate bookshelf to ensure 18" clear on the latch pull side of the door.	1	Labor	\$0



**Town of Arlington  
Hardy Elementary School**





ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Additional Access</b>												
123	Health Center	G	G05A	Sink	Other		Toe and knee clearances not provided	18" deep	Ensure there is knee clearance positioned for a forward approach by relocating the recycling bin and trash bin. 18" deep at the sink is not entirely compliant, but usable.	1	Labor	\$0
<b>Best Practice</b>												
124	Health Center	G	G05A					-	Best Practice: Provide an adjustable height exam table.	1	-	\$0
<b>Toilet &amp; Bathing Rooms</b>												
125	Health Center Toilet Room	G	G05A	Shower Compartment	N/A		Transfer type shower threshold > 1/2" Accessible shower not provided	- -	Provide at least one accessible shower. Ensure the threshold is 1/2" high max.  Note: On March 22, 2018; The Massachusetts Office of Public Safety and Inspections Architectural Access Board granted relief until Feb. 2021 on the condition that status reports are provided to the board on January 1,2019 and every six months thereafter.	1	3036	\$3036
126	Health Center Toilet Room	G	G05A	Dispensers	Paper Towel Dispenser		Dispenser acts as a protruding object	-	Relocate paper towel dispenser so that it does not obstruct grab bar use. Per 521 CMR, no dispensers can be mounted above the grab bar.	1	353	\$353

**Town of Arlington  
Hardy Elementary School**





ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Toilet Rooms for Children</b>												
127	Health Center Toilet Room	G	G05A	Toilet Compartment	Accessible Compartment		Non-compliant toilet paper dispenser Clearance at toilet < 60" clear width	- -	Replace toilet paper dispenser as it does not allow continuous paper flow. Relocate table out of the clear floor space required at the toilet.	1	706 Labor	\$706
<b>Access to Goods and Services</b>												
128	Main Entrance 1	G	G05A	Means of Egress	N/A		Illuminated exit sign with International Symbol of Acc. not provided Tactile exit sign not provided	-	At accessible exits provide an illuminated sign with the International Symbol of Accessibility (ISA). Provide a tactile exit sign with raised characters and braille at exit doors. Mount signs between 48"- 60" above finished floor located on the latch side of the door.	2	116	\$232
<b>Access to Goods and Services</b>												
129	Near Main Office	G	G05A	Operable Parts	Other		Reach < 15" or > 48"(forward/side approach)	66.6"	Reposition wall rack so that books/magazines are between 15"- 48" above finished floor.	1	128	\$128
<b>Access to Goods and Services</b>												
130	Main Office	G	G06A	Signage	Designation		Non glare finish and contrast not provided	-	Provide signs with a non-glare finish with characters that have a high contrast to the background.	1	116	\$116








**Town of Arlington  
Hardy Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Access to Goods and Services</b>												
131	Cafetorium	G	G08A / G20	Dining or Work Surfaces	Dining Surface		At least one or 5% accessible tables not provided Knee or toe clearance not provided	- -	Based on a count of 48 seats, provide at least 3 accessible spaces with 24" min. high 30" min. wide knee and toe clearance.  (Cost estimate for one (1) new dining table.)	1	550	\$550
<b>Access to Goods and Services</b>												
132	Boys' Toilet Room	G	G12 / G31	Signage	Designation		Raised characters not provided Braille not provided International Symbol of Acc. not compliant	- -	Provide text with raised characters duplicated in braille. Replace sign with a sign containing the International Symbol of Accessibility.	1	116	\$116
<b>Toilet Rooms for Children</b>												
133	Boys' Toilet Room	G	G12 / G31	Toilet Compartment	Accessible Compartment		Non-compliant toilet paper dispenser	-	Replace toilet paper dispenser as it does not allow continuous paper flow.  Note: Regarding accessible compartment door clearance, on March 22, 2018; The Massachusetts Office of Public Safety and Inspections Architectural Access Board granted relief.	1	353	\$353
134	Boys' Toilet Room	G	G12 / G31	Urinal	N/A		Urinal has < 30" clear width	24"	Remove partition to provide a 30" min. by 48" min. clear floor space positioned for a forward approach.	2	128	\$256


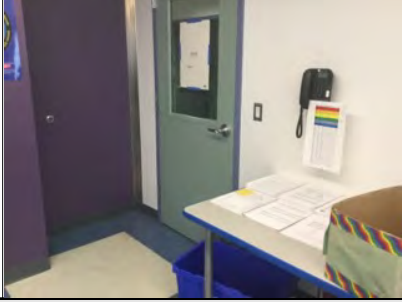
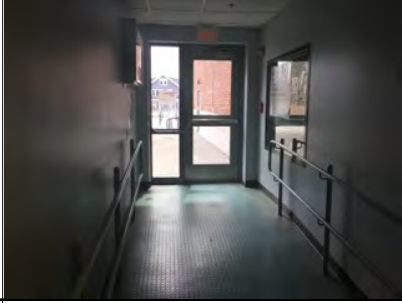
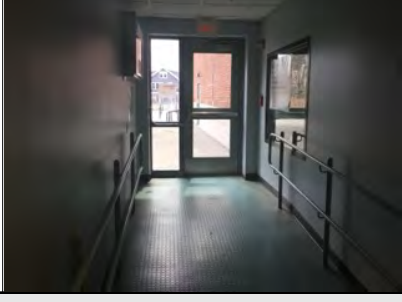

**Town of Arlington  
Hardy Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Toilet &amp; Bathing Rooms</b>												
135	Men's Toilet Room	G	G18 / G40	Single-User Toilet	N/A		Rear grab bar > 42" long Toilet paper dispenser is not compliant	36" -	Provide a rear wall grab bar that is 42" long min. and extends from the toilet 12" min. on one side and 24" min. on the other side (open side). Replace toilet paper dispenser as it does not allow continuous paper flow.	1	802	\$802
<b>Access to Goods and Services</b>												
136	Women's Toilet Room	G	G19 / G41	Doors, Doorways, & Gates	Toilet Room		Maneuvering clearance(s) not provided	10.5"	Provide an automatic door opener.	1	1530	\$1530
<b>Toilet &amp; Bathing Rooms</b>												
137	Women's Toilet Room	G	G19 / G41	Toilet Compartment	Accessible Compartment		Door has malfunctioning self-closing hinge Rear grab bar < 42" long Non-compliant toilet paper dispenser	- 36" -	Repair hinge. Provide a rear wall grab bar that is 42" long min. and extends from the toilet 12" min. on one side and 24" min. on the other side (open side). Replace toilet paper dispenser as it does not allow continuous paper flow.	1	Labor 802	\$802
<b>Access to Goods and Services</b>												
138	Classroom	G	G20A	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided Knee or toe clearance not provided	- 22" wide	Provide at least 1 work surface with 24" min. high, 30" min. wide knee and toe clearance.	1	350	\$350

**Town of Arlington  
Hardy Elementary School**


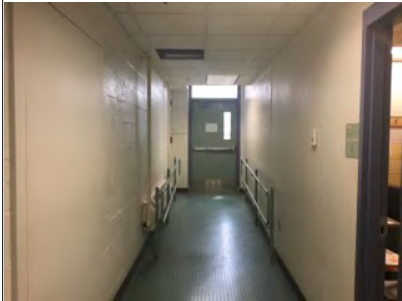

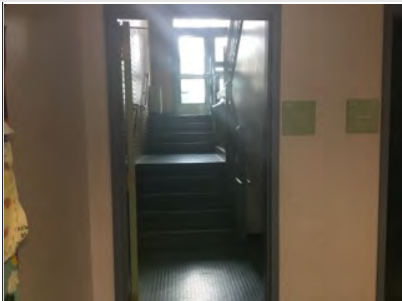
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Additional Access</b>												
139	Classroom	G	G20A	Sink	Classroom		Toe and knee clearances not provided	18" deep	Ensure there is knee clearance positioned for a forward approach by relocating the recycling bin and trash bin. 18" deep at the sink is not entirely compliant, but usable.	1	Labor	\$0
<b>Access to Goods and Services</b>												
140	Classroom	G	G20A G32	Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Securely attach mats.	2	Labor	\$0
<b>Access to Goods and Services</b>												
141	Music Room	G	G27B / G28	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided	-	Relocate table and shelf to ensure 18" clear on the latch pull side of the door. Ensure there is clear floor space at the sign alongside the door.	1	Labor	\$0
142	Music Room	G	G27B / G28	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided	-	Relocate table and boxes to ensure 18" clear on the latch pull side of the door.	1	Labor	\$0
143	Music Room	G	G27B / G28	Signage	Designation		Non glare finish and contrast not provided	-	Provide signs with a non-glare finish with characters that have a high contrast to the background.	1	116	\$116

**Town of Arlington  
Hardy Elementary School**



ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
144	Music Room	G	G27B / G28	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided	22" wide	Provide at least 1 work surface with 24" min. high, 30" min. wide knee and toe clearance.	1	350	\$350
Access to Goods and Services												
145	Classroom	G	G32	Doors, Doorways, & Gates	N/A		Maneuvering clearance(s) not provided	13.75"	Relocate the table so that there is 18" clear on the latch pull side of the door.	1	Labor	\$0
Access to Goods and Services												
146	Exit 9	G	G47A	Means of Egress	N/A		Illuminated exit sign with International Symbol of Acc. not provided Tactile exit sign not provided	-	At accessible exits provide an illuminated sign with the International Symbol of Accessibility (ISA). Provide a tactile exit sign with raised characters and braille at exit doors. Mount signs between 48"- 60" above finished floor located on the latch side of the door.	2	116	\$232
147	Exit 9	G	G47A	Ramps	Interior		Running slope >1:12 (8.33%)	8.9%	Provide an automatic door opener at door.  Note: On March 22, 2018; The Massachusetts Office of Public Safety and Inspections Architectural Access Board granted relief to the door at the top of the ramp on the condition that an automatic door opener is installed.	1	1530	\$1530
Best Practice												
148	Corridor Near G27A	G	G48					49"	Best Practice: Provide at least one hook is 36" maximum above the finished floor.	1	-	\$0



**Town of Arlington  
Hardy Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Access to Goods and Services</b>												
149	Exit 3	G	G48	Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	-	Provide a directional sign indicating the location of the nearest emergency exit. Provide a tactile exit sign with raised characters and braille at exit doors. Mount signs between 48"- 60" above finished floor located on the latch side of the door.	2	116	\$232
<b>Access to Goods and Services</b>												
150	Exit 7 Near G34	G	G48	Means of Egress	N/A		Illuminated exit sign with International Symbol of Acc. not provided Tactile exit sign not provided	- -	At accessible exits provide an illuminated sign with the International Symbol of Accessibility (ISA). Provide a tactile exit sign with raised characters and braille at exit doors. Mount signs between 48"- 60" above finished floor located on the latch side of the door.	2	116	\$232
<b>Additional Access</b>												
151	Near G27A	G	G48	Drinking Fountains	Hi-Lo		Standing height fountain does not have cane protection	-	Provide a cane-detectable barrier skirt under the high unit.  Note: On March 22, 2018; The Massachusetts Office of Public Safety and Inspections Architectural Access Board granted relief until Feb. 2021 on the condition that status reports are provided to the board on January 1, 2019 and every six months thereafter.	1	445	\$445
<b>Access to Goods and Services</b>												
152	To Exit 2	G	GS2	Means of Egress	N/A		Directional sign to accessible emergency exit not provided	-	Provide a directional sign indicating the location of the nearest emergency exit.	1	116	\$116

Town of Arlington  
Hardy Elementary School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
153	To Exit 2	G	GS2	Interior Access Route	N/A		Obstructed by protruding objects	9"	Provide a cane-detectable barrier at the valve.	1	153	\$153
Approach and Entrance												
154	Exit 7	G	Near G34	Emergency Exit	N/A		Maneuvering clearance(s) not provided	-	Provide an automatic door opener.	1	1530	\$1530



Ottoson Middle School



Town of Arlington  
ADA Transition Plan

November 2019



Institute for Human Centered Design

200 Portland Street, Boston, MA 02114  
www.IHCDesign.org • info@IHCDesign.org  
617-695-1225 voice/tty

Ottoson Middle School

Year Built: 1920                      Year Renovated: 1998

Background

The Ottoson Middle School is an educational facility located on 63 Acton Road and is the only middle school in the Town designated for students in grades 7 and 8. The building has a total of four (4) floors. The school was originally constructed in 1920, with additions occurring in 1955, and again in the mid 1970s. The bottommost floor has amenities that include the blue gymnasium, locker rooms, toilet rooms, a cafeteria, classrooms including music rooms, and the nurse’s office. Second floor areas include the main administrative offices, the media center (library), toilet rooms, technical engineering classrooms, English classrooms, science labs, the Spanish wing, the upper gymnasium, and the teacher’s lounge. Third floor areas include science labs, general classrooms, a special education classroom, a study room, and toilet rooms. The fourth floor has classrooms and toilet rooms. Drinking fountains are provided on every level.

Vertical circulation for the building is provided by stairwells located in the north, south, and east of the building, as well as by two (2) elevators. The building has only one (1) accessible entrance on the north side of the school near the main parking lot, and has a total of 17 exits, of which 14 are public. Of these 14 exits, all but two (2) are not accessible and/or do not adjoin accessible routes.

The main parking area in the south end of the lot has 52 spaces, of which four (4) are car-accessible. The auxiliary parking area at the north end of the lot near Appleton Place has 24 spaces, and no accessible spaces. Additional outdoor amenities include a softball field, a soccer field, and a community garden.

Key Accessibility Issues

Exterior Access Route

There is no accessible route to the community garden. Additional issues include changes in level, grates with surface openings that

are greater than ½” wide, and excessive cross slopes at the east side of the soccer field.

Parking

Accessibility issues include a lack of van-accessible parking at the soccer field lot, as well as excessive cross and running slopes at accessible parking spaces and access aisles, accessible parking spaces that are less than 96 inches wide, and identification signage that lacks the words “Van Accessible”.

Emergency Exits

Accessibility issues include a lack of tactile exit signs at all exits. At exits which are accessible, there is a lack of the required International Symbol of Accessibility (ISA) on the illuminated exit sign, and non-accessible exits lack directional signage to accessible exits. Additionally, exits throughout the building have thresholds that are significantly higher than allowable. IHCD recommends addressing the excessive threshold at exits 3, 9 and 13.

Doors

Accessibility issues include a lack of maneuvering clearance at doors throughout the building; some due to the layout of furniture, and others due to building structure that will require automatic door openers. The threshold in the boys’ locker room is not beveled, and the girls’ toilet room near room 314 requires excessive force to open.

Ramps

Accessibility issues include ramps with handrails mounted lower than 34” min., handrails that lack required extensions at the top and bottom, a lack of edge protection, and a lack of maintenance of the ramp surface (at the cafeteria ramp).

Elevator

There is a lack of hoistway signs on elevator door jambs, and elevator doors remain fully open for less than three (3) seconds. Also, raised characters and braille designations are not provided on elevator cabin controls.

Signage

In addition to the previously mentioned emergency exit signage, accessibility issues include a lack raised characters and braille at some designation signs, signs that are not located on the latch side of the door, and signs that have a high-glare finish.

Work Surfaces

Accessibility issues include a lack of accessible classroom desks with 27” knee and toe clearance min., and 30” min. of width. Additionally, some work surfaces within offices lack knee and toe clearance.

Toilet Rooms

Accessibility issues include a lack of covered pipes at the accessible lavatory, as well as mirrors that are higher than allowable. Additional issues include urinal compartments that lack adequate clear floor space. In accessible compartments flush controls are not located on the open (transfer) side of the toilet, there is a lack of grab bars, and toilet paper dispensers are non-compliant. Paper towel dispensers cannot be operated without tight pinching, grasping, or twisting of the wrist.

**Note:** IHCD was not able to survey the boys’ toilet room near room 329 or the girls’ locker room because they were locked.

Drinking Fountains

Accessibility issues include a lack of drinking fountains for standing users in many locations, lack of cane protection at drinking fountains for standing users, and malfunctioning operable parts.

Sinks

Sinks in classrooms and labs throughout the building lack knee and toe clearance. Some sinks in science classrooms lack compliant faucets.

Play and Sports Areas

A major accessibility issue is the lack of accessible routes to the softball and soccer fields, including to the team seating areas.

Additional Accessibility Issues

- Bike rack is not on an accessible route.
- Media center service counter is higher than allowable.

- The boys’ locker room bench is non-compliant.
- Emergency shower pulls are located higher than 48” above the finished floor.
- Chemical fume hoods are located higher than 34” above the finished floor and lack knee and toe clearance.
- The platform lift was inoperable at the time of review.
- There is a lack of an accessible portable toilet near the softball field.

**Order of Magnitude Cost Estimates**

- Renovate exterior access routes (including providing a means of accessing the community garden): \$7,804
- Renovate accessible spaces in two (2) parking lots: \$6,000
- Provide compliant egress signage: \$2,320
- Renovate thresholds at exits at 3,9 and 13: \$6,048
- Renovate interior doors (including providing two [2] automatic door openers): \$4,194
- Renovate ramps (interior and exterior): \$11,580
- Provide compliant designation signage: \$1,044
- Provide a curb ramp so that bike rack is located on an accessible route: \$2,800
- Provide accessible work surfaces in classrooms and office spaces: \$4,400
- Renovate labs to provide three (3) accessible fume hoods: \$5,253
- Renovate toilet rooms: \$14,270
- Renovate drinking fountains: \$13,162
- Provide compliant sinks in labs and classrooms: \$4,404
- Provide accessible routes to soccer and softball field: \$16,466
- Miscellaneous corrective actions (service counter, locker room bench, elevator, etc.): \$1,337





**Total: \$101,082**

**Inclusive Design and Best Practice Recommendations**






Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

- At the boys’ toilet room in the locker room, IHCD recommends providing an additional mirror at the accessible lavatory for parity of features at accessible and inaccessible lavatory.
- Based on lack of signage at the classroom near Room 334, IHCD recommends providing accessible signage at all classrooms to improve access and create consistent wayfinding.
- Although the exterior stepped route by the exit from the blue gym is not an accessible route, consider renovating the transition point between concrete and asphalt for safety. Alter the change in level to be 1/4" high max.
- IHCD recommends redesigning elevator button designation signage to have more intuitive floor designations. Current design does not reflect the generally recognized floor order; LL is floor 2, 1 is floor 3, 2 is floor 4, etc.
- Recommend renovating all exterior stairs to have accessible handrails with extensions.
- By exit 4, IHCD recommends installing edge protection or other retaining features along exterior walkways to guard against falls.
- At interior stairs, consider renovating stairs to have accessible handrails with extensions. Consider adding color-contrasting strips at each stair tread to improve access for people who are blind or low-vision.
- Consider providing an integrated means of accessing the stage from the upper gym. Current route is long and not easy to access.
- Consider undertaking a comprehensive study to improve wayfinding at this facility.

Town of Arlington  
Ottoson Middle School


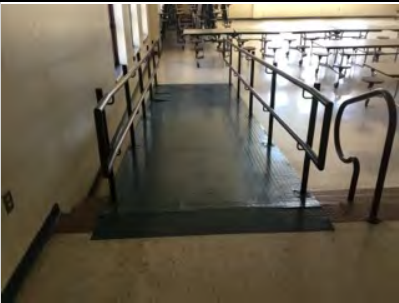
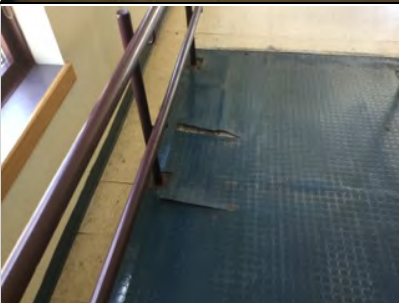
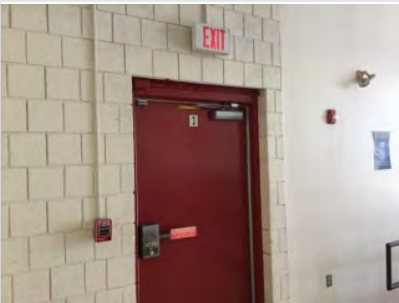
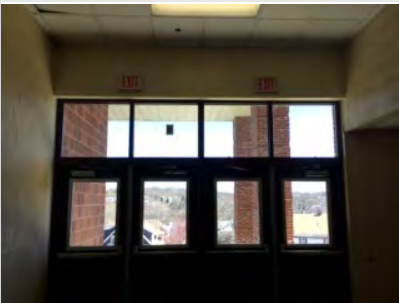
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
1	Blue Gym	1		Signage	Designation		Sign not located on the latch side of the door	-	Locate sign at permanent rooms alongside the door on the latch side.	1	Labor	\$0
Access to Goods and Services												
2	Boys' Locker Room	1		Locker Room	Men's		Back support not provided at bench Bench < 20" or > 24" deep	- 25"	Provide at least one bench that is 20"- 24" with back support and room on the side to transfer.	1	100	\$100
Access to Goods and Services												
3	Boys' Locker Room to Blue Gym	1		Doors, Doorways, & Gates	Circulation		Threshold not beveled	-	Bevel threshold.	1	75	\$75
Toilet & Bathing Rooms												
4	Boys' Toilet Room in Locker Room	1		Toilet Compartment	Accessible Compartment		Door has inadequate maneuvering clearance	20"	Remove lavatory to provide adequate maneuvering clearance or redo toilet room.  (Cost estimate based on removal of lavatory.)	1	500	\$500

**Town of Arlington  
Ottoson Middle School**





ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
5	Boys' Toilet Room in Locker Room	1		Toilet Compartment	Accessible Compartment		Door has malfunctioning self-closing hinge Grab bars not provided Non-compliant toilet paper dispenser	- - -	Repair hinge. Provide one grab bar on the side wall of the water closet and one on the rear wall. Replace dispenser that does not allow continuous paper flow. Mount toilet paper so that it is 15" min. high, located under the grab bar, and between 7" and 9" from the front rim of the toilet.	1	Labor 802	\$802
<b>Best Practice</b>												
6	Boys' Toilet Room in Locker Room	1							Best Practice: Recommend providing an additional mirror at the accessible lavatory for parity of features at accessible and inaccessible lavatory.	1	-	\$0
<b>Toilet &amp; Bathing Rooms</b>												
7	Boys' Toilet Room Near Cafeteria	1		Urinal	N/A		Urinal recessed > 24" has > 36" clear width	30"	If urinal is recessed greater than 24" ensure there is a clear width of 36". Reconfigure partition at accessible urinal.	1	256	\$256
8	Boys' Toilet Room Near Cafeteria	1		Toilet Compartment	Accessible Compartment		Door has malfunctioning self-closing hinge Non-compliant toilet paper dispenser Centerline < or > 18" (MAAB)	- - 19"	Repair hinge. Relocate toilet paper so that it is 15" min. high, located under the grab bar, and between 7" and 9" from the front of the toilet. Replace dispenser if it does not allow continuous paper flow. Toilet centerline is not entirely compliant, but is usable.	1	Labor 353	\$353
9	Boys' Toilet Room Near Cafeteria	1		Toilet Compartment	Accessible Compartment		Coat hook > 48"	65"	Lower coat hook so that it is no higher than 48".	1	75	\$75



Town of Arlington  
Ottoson Middle School




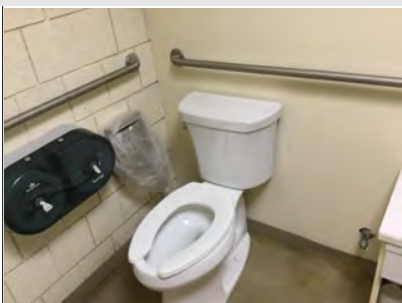
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
10	Cafeteria	1		Signage	Designation		Raised characters not provided Braille not provided Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille. Locate sign at permanent rooms alongside the door on the latch side.	1	116	\$116
11	Cafeteria	1		Ramps	Interior		Edge protection < 4" high	-	Provide edge protection on both sides that prevents the passage of a 4" diameter sphere, where any portion of the sphere is within 4" of the finished floor or ground surface. In additions, edge curbs must be a min. of 2" high per 521 CMR.	2	1260	\$2520
12	Cafeteria	1		Ramps	Interior		Not maintained in operable working condition	-	Ensure the ramp surface is maintained in operable working condition.	1	Labor	\$0
Approach and Entrance												
13	Exit 3	1		Emergency Exit	N/A		International Symbol of Acc. not provided Tactile exit sign not provided	- -	Provide a tactile exit sign with raised characters and braille at exit doors. Mount the sign between 48" - 60" above the finished floor on the latch side of the door. Provide the International Symbol of Accessibility on the illuminated exit sign above exit doors after the exterior step is made accessible. See other record on resolving the threshold at the door.	2	116	\$232
Approach and Entrance												
14	Exit 7 Near Blue Gym	1		Emergency Exit	N/A		International Symbol of Acc. not provided Tactile exit sign not provided	- -	Provide the International Symbol of Accessibility on the illuminated exit sign above exit doors.  Provide a tactile exit sign with raised characters and braille at exit doors. Mount the sign between 48" - 60" above the finished floor on the latch side of the door.	2	116	\$232

Town of Arlington  
Ottoson Middle School





ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
15	Exit 9 Near Locker Rooms	1		Emergency Exit	N/A		International Symbol of Acc. not provided Tactile exit sign not provided	- -	Provide a tactile exit sign with raised characters and braille at exit doors. Mount the sign between 48" - 60" above the finished floor on the latch side of the door. After the threshold to the door is renovated, provide the International Symbol of Accessibility on the illuminated exit sign above exit doors. (See other record on Exit 9 for information on the threshold.)	2	116	\$232
16	Exit 9 Near Locker Rooms	1		Emergency Exit	N/A		Threshold > 1/2" high	9"	Alter threshold to be 1/2" high max. Build a 6' by 6' concrete platform at the door. Provide a 15' long concrete accessible route to the plaza. (Cost estimate for a 6' x 6' platform at the exit door and a sloped concrete accessible route to the walkway.)	1	1840	\$1840
Toilet & Bathing Rooms												
17	Girl's Toilet Room Near Cafeteria	1		Lavatory	N/A		Plumbing underneath is exposed	-	Insulate or otherwise configure pipes to prevent contact, for at least one lavatory.	1	46	\$46
Toilet & Bathing Rooms												
18	Girls' Toilet Room Near Cafeteria	1		Toilet Compartment	Accessible Compartment		Door has malfunctioning self-closing hinge Non-compliant toilet paper dispenser	- -	Repair hinge. Replace dispenser that does not allow continuous paper flow.	1	Labor 353	\$353






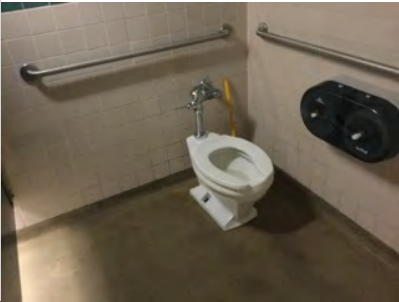
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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Approach and Entrance</b>												
19	Main Entrance 1	1		Emergency Exit	N/A		International Symbol of Acc. not provided Tactile exit sign not provided	- -	Provide the International Symbol of Accessibility. Provide a tactile exit sign with raised characters and braille at exit doors. Mount the sign between 48" - 60" above the finished floor on the latch side of the door.	2	116	\$232
<b>Additional Access</b>												
20	Near Cafeteria	1		Drinking Fountains	Low		No drinking fountain provided for standing users	-	Provide an additional drinking fountain for standing users.	1	2014	\$2014
<b>Access to Goods and Services</b>												
21	Nurse's Office	1		Signage	Designation		Raised characters not provided Braille not provided Non glare finish and contrast not provided	- - -	Provide text with raised characters duplicated in braille. Provide signs with a non-glare finish with characters that have a high contrast to the background.	1	116	\$116
<b>Toilet &amp; Bathing Rooms</b>												
22	Nurse's Office Toilet Room	1		Single-User Toilet	N/A		Flush control not on open side Clearance at toilet < 60" clear width Toilet paper dispenser is not compliant	- - -	Relocate the flush control to the open side. Remove the table that blocks the clear floor space required at the toilet. Replace dispenser that does not allow continuous paper flow.	1	540	\$540



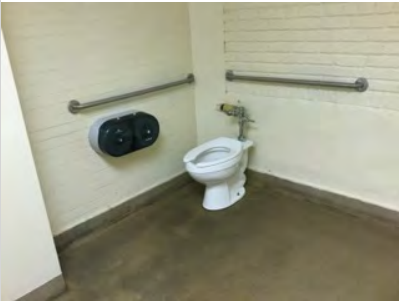

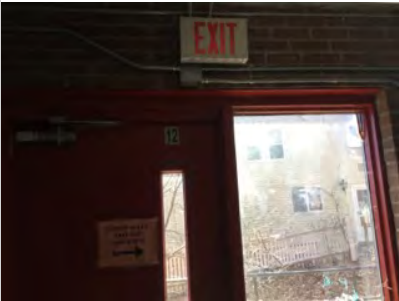
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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
23	Single-User Toilet Room Near Cafeteria	1		Signage	Designation		Sign not located on the latch side of the door	-	Locate sign at permanent rooms alongside the door on the latch side. Where there is no wall space at the latch side of the door, signs should be located on the nearest adjacent wall.	1	Labor	\$0
Toilet & Bathing Rooms												
24	Single-User Toilet Room Near Cafeteria	1		Lavatory	N/A		Plumbing underneath is exposed	-	Insulate or otherwise configure pipes to prevent contact at lavatory.	1	46	\$46
25	Single-User Toilet Room Near Cafeteria	1		Single-User Toilet	N/A		Centerline < or > 18" (MAAB) Clearance at toilet < 60" clear width Toilet paper dispenser is not compliant	19" - -	Relocate toilet so that the centerline is 18" from the side wall. Remove the table that blocks the clear floor space required at the toilet. Replace dispenser that does not allow continuous paper flow.	1	1767	\$1767
Approach and Entrance												
26	Exit 6 in Music Room	1	101	Emergency Exit	N/A		International Symbol of Acc. not provided Tactile exit sign not provided Maneuvering clearance(s) not provided	- -	Provide the International Symbol of Accessibility on the illuminated exit sign above exit doors.  Provide a tactile exit sign with raised characters and braille at exit doors. Mount the sign between 48" - 60" above the finished floor on the latch side of the door.  Remove items blocking access to the exit door.	2	116	\$232

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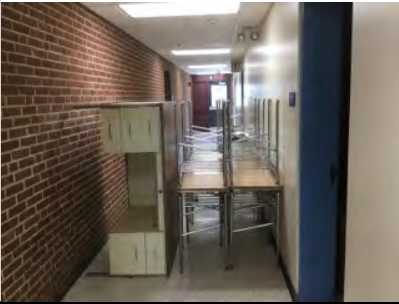



ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
27	Music Room	1	101	Ramps	Interior		Handrails do not extend 12" past top & bottom Edge protection < 4" high	6" -	Alter handrails to extend horizontally above the landing for 12" min. beyond the top and bottom of ramp runs. Provide edge protection that prevents the passage of a 4" diameter sphere, where any portion of the sphere is within 4" of the finished floor or ground surface. In additions, edge curbs must be a min. of 2" high per 521 CMR.	1	1660	\$1660
28	Music Room	1	101	Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	25"	Relocate player pianos to an accessible height with knee and toe clearance.	1	Labor	\$0
Toilet & Bathing Rooms												
29	Boys' Toilet Room Near 207	2		Toilet Compartment	Accessible Compartment		Non-compliant toilet paper dispenser	-	Replace dispenser that does not allow continuous paper flow.	1	353	\$353
Toilet & Bathing Rooms												
30	Boys' Toilet Room Near Media Center	2		Toilet Compartment	Accessible Compartment		Door has malfunctioning self-closing hinge Non-compliant toilet paper dispenser Centerline < or > 18" (MAAB)	- - 16"	Repair hinge. Replace dispenser that does not allow continuous paper flow. Toilet centerline does not comply with 521 CMR but does comply with the ADA. It is not entirely compliant, but usable.	1	Labor 353	\$353

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Toilet & Bathing Rooms												
31	Boys' Toilet Room Near Technical Engineering Class	2		Lavatory	N/A		Plumbing underneath is exposed	-	Insulate or otherwise configure pipes to prevent contact at lavatory.	1	46	\$46
32	Boys' Toilet Room Near Technical Engineering Class	2		Urinal	N/A		Urinal has < 30" clear width	26"	Remove the wing wall and replace with a privacy partition to ensure there is 30" clear minimum at the lavatory.	1	589	\$589
33	Boys' Toilet Room Near Technical Engineering Class	2		Toilet Compartment	Accessible Compartment		Door has malfunctioning self-closing hinge Non-compliant toilet paper dispenser	- -	Repair hinge. Replace dispenser that does not allow continuous paper flow.	1	Labor 353	\$353
Approach and Entrance												
34	Exit 11	2		Emergency Exit	N/A		Emergency exit not on an accessible route Directional sign to accessible emergency exit not provided Tactile exit sign not provided	- - -	Provide a directional sign indicating the location of the nearest emergency exit. Provide a tactile exit sign with raised characters and braille at exit doors. Mount the sign between 48" - 60" above the finished floor on the latch side of the door.	2	116	\$232
Approach and Entrance												
35	Exit 12, Near Upper Gym	2		Emergency Exit	N/A		Emergency exit not on an accessible route Directional sign to accessible emergency exit not provided Tactile exit sign not provided	- -	Provide a directional sign indicating the location of the nearest emergency exit. Provide a tactile exit sign with raised characters and braille at exit doors. Mount the sign between 48" - 60" above the finished floor on the latch side of the door.	2	116	\$232



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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
36	Exit 13	2		Emergency Exit	N/A		Emergency exit not on an accessible route International Symbol of Acc. not provided Tactile exit sign not provided	<ul style="list-style-type: none"><li>-</li><li>-</li><li>-</li></ul>	Relocate furniture from exit route. Provide a tactile exit sign with raised characters and braille at exit doors. Mount the sign between 48" - 60" above the finished floor on the latch side of the door.  After the exit is made accessible, provide the International Symbol of Accessibility on the illuminated exit sign above exit doors. See other Exit 13 record on exterior step.	2	116	\$232
Approach and Entrance												
37	Exit 13 to Community Garden	2		Emergency Exit	N/A		Threshold > 1/2" high	10"	Provide a concrete platform at exit door that connects to the exterior route leading to the community garden. (Cost estimate for a 6' x 6' platform at the exit door and a sloped concrete accessible route to the walkway to the community garden.)	1	1656	\$1656
Approach and Entrance												
38	Exit 17 Near Technical Engineering Room	2		Emergency Exit	N/A		International Symbol of Acc. not provided Tactile exit sign not provided	<ul style="list-style-type: none"><li>-</li><li>-</li></ul>	Provide the International Symbol of Accessibility on the illuminated exit sign above exit doors.  Provide a tactile exit sign with raised characters and braille at exit doors. Mount the sign between 48" - 60" above the finished floor on the latch side of the door.	2	116	\$232
Toilet & Bathing Rooms												
39	Girls' Toilet Room Near 207	2		Toilet Compartment	Accessible Compartment		Non-compliant toilet paper dispenser	<ul style="list-style-type: none"><li>-</li></ul>	Replace dispenser that does not allow continuous paper flow.	1	353	\$353

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Access to Goods and Services</b>												
40	Girls' Toilet Room Near Media Center	2		Doors, Doorways, & Gates	Toilet Room		Maneuvering clearance(s) not provided	44"	Remove and relocate the partition to provide 54" min. clear depth at the pull side of the door. Ensure turning space is kept within the toilet room, when the partition is relocated.	1	706	\$706
<b>Toilet &amp; Bathing Rooms</b>												
41	Girls' Toilet Room Near Media Center	2		Toilet Compartment	Accessible Compartment		Door has malfunctioning self-closing hinge Flush control not on open side Non-compliant toilet paper dispenser	- - -	Repair hinge. Provide the flush control on the open side of the toilet (transfer side). Replace dispenser that does not allow continuous paper flow.	1	Labor 540	\$540
<b>Additional Access</b>												
44	Hallway Near Technical Engineering Room	2		Drinking Fountains	Low		No drinking fountain provided for standing users	-	Provide an additional drinking fountain for standing users.	1	2014	\$2014
<b>Additional Access</b>												
42	Hallway Near 207	2		Drinking Fountains	Low		Clear floor space not provided No drinking fountain provided for standing users	30" -	It may be technically infeasible to enlarge this cove. Providing a Hi-Lo drinking fountain in this area.	1	2108	\$2108



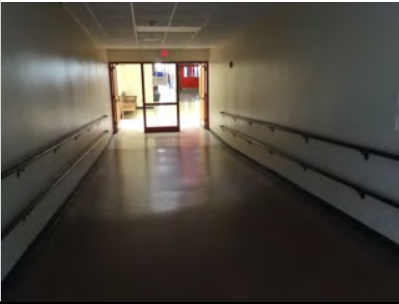



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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Additional Access												
43	Hallway Near Media Center	2		Drinking Fountains	Hi-Lo		Operable parts malfunctioning Standing height fountain does not have cane protection	- -	Repair or replace drinking fountain to ensure operable parts function properly. Provide a cane-detectable barrier skirt under the high unit.	1	Labor 445	\$445
Additional Access												
45	Hallway Near Technical Engineering Room	2		Sink	Other		Clear floor space not provided at sink Exposed plumbing underneath sink	- -	Provide a 30" by 48" clear floor space positioned for a forward approach. Insulate or otherwise configure pipes at one sink min.	1	46	\$46
Access to Goods and Services												
46	LABBB Toilet Room	2		Signage	Designation		Raised characters not provided Braille not provided Sign not located on the latch side of the door International Symbol of Acc. not compliant	- - - -	Provide text with raised characters duplicated in braille. Locate sign at permanent rooms alongside the door on the latch side. Replace sign with a sign containing the International Symbol of Accessibility.	1	116	\$116
Toilet & Bathing Rooms												
47	LABBB Toilet Room	2		Lavatory	N/A		Mirror above lavatory w/reflective surface > 40"	45"	Lower mirror so that the bottom surface is at 40" max. above finished floor.	1	128	\$128





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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
48	LABBB Toilet Room	2		Toilet Compartment	Accessible Compartment		Non-compliant toilet paper dispenser	-	Relocate toilet paper so that it is 15" min high, located under the grab bar, and between 7" and 9" from the front of the toilet. Replace dispenser if it does not allow continuous paper flow.	1	353	\$353
Access to Goods and Services												
49	Lift to 7th Grade Wing	2		Platform Lift or LULA Elevator	Interior		Not in operable working condition 36" x 48" clear floor space not provided (if end door)	- 33" x 60"	Ensure lift is maintained in operable working condition. Providing a 36" by 48" clear floor space might be technically infeasible.	1	Labor	\$0
Access to Goods and Services												
50	Media Center	2		Service Counter	N/A		Counter > 36" high	38"	Provide a counter that is 36" max. above the ground or finished floor.	1	440	\$440
51	Media Center	2		Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided Knee or toe clearance not provided	- 25"	Provide at least one (1) accessible table with 27" min. knee clearance and 30" min. clear width. Ensure accessible work surfaces are well integrated with class seating plans.	1	350	
Additional Access												
52	Near Upper Gym	2		Drinking Fountains	Low		No drinking fountain provided for standing users	-	Provide an additional drinking fountain for standing users.	1	2014	\$2014

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
53	Route to Spanish Wing	2		Ramps	Interior		Handrails < 34" or > 38" above ramp surface.	33"	Alter so the handrails are 34"- 38" high above the floor.	1	Labor	\$0
Access to Goods and Services												
54	Route to Stage	2		Interior Access Route	N/A		Obstructed by protruding objects	- -	Relocate performing arts supplies out of the way of the ramp and upper and lower landings.	1	Labor	\$0
Access to Goods and Services												
55	Study Rooms in Media Center	2		Signage	Designation		Raised characters not provided Braille not provided Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille. Locate sign at permanent rooms alongside the door on the latch side.	3	116	\$348
Best Practice												
56	Upper Gym	2							Best Practice: Consider providing an integrated means of accessing the stage from the upper gym. Current route is long and not easy to access.	1	-	\$0

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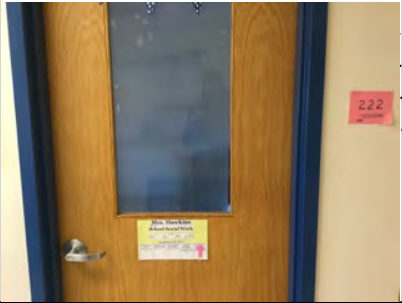

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
57	Upper Office Conference Room	2		Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	26"	Provide at least 1 work surface with 27" min. knee and toe clearance.	1	350	\$350
Access to Goods and Services												
58	Teacher's Lounge	2	201	Signage	Designation		Sign lacks clear floor space	-	Ensure that sign is located on the latch side of the door. Signs containing tactile characters should be located so that a clear floor space of 18 inches by 18 inches min., centered on the tactile characters is provided. Relocate bookshelf and sign.	1	Labor	\$0
Access to Goods and Services												
59	Science Classroom	2	202	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided	-	Provide at least one (1) accessible desk with 27" min. knee clearance and 30" min. clear width. Ensure accessible work surfaces are well integrated with class seating plans.	1	350	\$350
60	Science Classroom	2	202	Laboratory	Other		Emergency shower out of reach range At least one (or 5%) acc. fume hood not provided	- 60"	Provide an accessible fume hood with a work surface no higher than 34" above the finished floor, knee and toe clearance for a forward approach and controls that are located within reach range. Provide one accessible emergency shower or lower the shower pull to 48" max. (Cost estimate based on a new fume hood and lowering the shower pull.)	1	1751 Labor	\$1751



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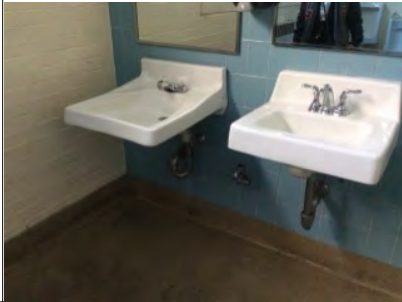

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Additional Access</b>												
61	Science Classroom	2	202	Sink	Lab		Toe and knee clearances not provided Non-compliant faucets	- -	Ensure there is a 27" knee clearance positioned for a forward approach. Install faucets that do not require tight grasping, pinching, or twisting of the wrist.	1	1336	\$1336
<b>Access to Goods and Services</b>												
62	Spanish Classroom	2	205	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided	-	Provide at least one (1) accessible desk with 27" min. knee clearance and 30" min. clear width. Ensure accessible work surfaces are well integrated with class seating plans.	1	350	\$350
<b>Access to Goods and Services</b>												
63	English Classroom	2	209	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided	-	Provide at least one (1) accessible desk with 27" min. knee clearance and 30" min. clear width. Ensure accessible work surfaces are well integrated with class seating plans.	1	350	\$350
<b>Access to Goods and Services</b>												
64	Music Room	2	215	Signage	Designation		Sign not located on the latch side of the door	-	Locate sign at permanent rooms alongside the door on the latch side.	1	Labor	\$0

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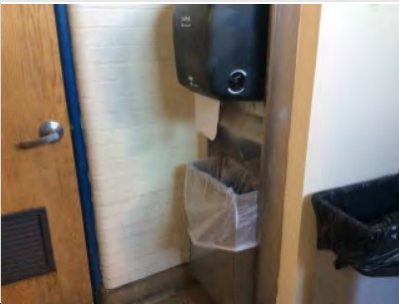
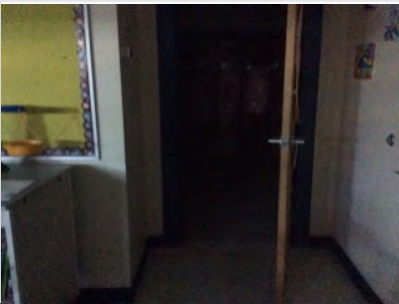
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
65	Office in Media Center	2	219	Signage	Designation		Sign lacks clear floor space	-	Ensure that sign is located on the latch side of the door. Signs containing tactile characters should be located so that a clear floor space of 18 inches by 18 inches min., centered on the tactile characters is provided. Relocate bookshelf and sign.	1	Labor	\$0
Access to Goods and Services												
66	Classroom	2	220	Signage	Designation		Raised characters not provided Braille not provided Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille. Locate sign at permanent rooms alongside the door on the latch side.	1	116	\$116
Access to Goods and Services												
67	Classroom	2	222	Signage	Designation		Raised characters not provided Braille not provided Sign not located on the latch side of the door Text size non-compliant	- - - -	Provide text with raised characters duplicated in braille. Locate sign at permanent rooms alongside the door on the latch side. Ensure that character size complies with the Character Height Table 703.5.5 in the ADA 2010 Standards.	1	116	\$116
Access to Goods and Services												
68	After School Room	2	229	Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	23"	Provide at least 1 work surface with 27" min. knee and toe clearance.	1	350	\$350



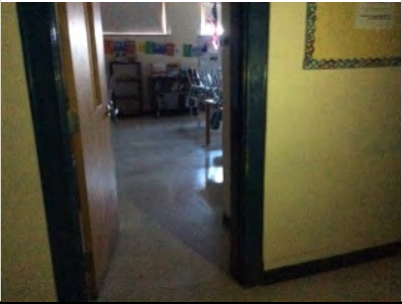



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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Toilet & Bathing Rooms												
69	Boys' Toilet Room Near 314	3		Urinal	N/A		Urinal recessed > 24" has > 36" clear width	31"	If urinal is recessed greater than 24" ensure there is a clear width of 36". Reconfigure partition at accessible urinal.	1	256	\$256
Toilet & Bathing Rooms												
73	Boys' Toilet Room Near 340	3		Toilet Compartment	Accessible Compartment		Non-compliant toilet paper dispenser Centerline < or > 18" (MAAB)	- 19"	Replace dispenser that does not allow continuous paper flow. Toilet centerline is not entirely compliant, but is usable.	1	353	\$353
74	Boys' Toilet Room Near 340	3		Lavatory	N/A		Plumbing underneath is exposed	-	Insulate or otherwise configure pipes to prevent contact, for at least one lavatory.	1	46	\$46
Toilet & Bathing Rooms												
70	Boys' Toilet Room Near 314	3		Toilet Compartment	Accessible Compartment		Non-compliant toilet paper dispenser Centerline < or > 18" (MAAB)	- 17"	Replace dispenser that does not allow continuous paper flow. Toilet centerline does not comply with 521 CMR but does comply with the ADA. It is not entirely compliant, but usable.	1	353	\$353



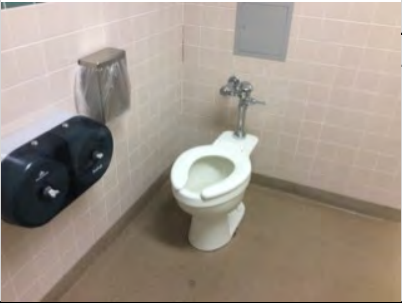

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Toilet & Bathing Rooms												
71	Boys' Toilet Room Near 321	3		Urinal	N/A		Urinal recessed > 24" deep has > 36" clear width	32"	Reconfigure partition to allow for 36" clear width min.	1	256	\$256
72	Boys' Toilet Room Near 321	3		Toilet Compartment	Accessible Compartment		Door has malfunctioning self-closing hinge Non-compliant toilet paper dispenser Centerline < or > 18" (MAAB)	- - 19"	Repair hinge. Relocate toilet paper so that it is 15" min high, located under the grab bar, and between 7" and 9" from the front of the toilet. Replace dispenser if it does not allow continuous paper flow. Toilet centerline is not entirely compliant, but is usable.	1	Labor 353	\$353
Toilet & Bathing Rooms												
75	Boys' Toilet Room Near 340	3		Dispensers	Paper Towel Dispenser		Dispenser not operable with a closed fist	-	Provide a dispenser that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.  (Cost estimate based on installation of a new compliant dispenser.)	1	470	\$470
Access to Goods and Services												
76	Classroom Near 334	3	-	Doors, Doorways, & Gates	Classroom		Maneuvering clearance not provided at recess > 8"	9"	Install an automatic door opener.	1	1530	\$1530

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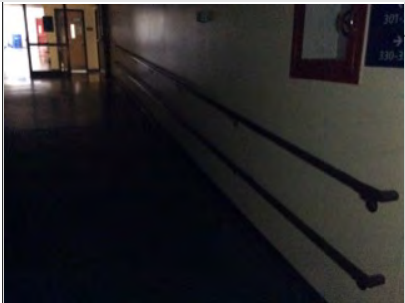


ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Best Practice												
77	Classroom Near 334	3	-						Best Practice: Recommend providing signage at all classrooms to improve access and create consistent wayfinding.	1	-	\$0
Best Practice												
78	Elevator	3							Best Practice: Recommend redesigning button designation signage to have more intuitive floor designations. Current design does not reflect the generally recognized floor order; LL is floor 2, 1 is floor 3, 2 is floor 4, etc.	1	-	\$0
Access to Goods and Services												
79	Elevator Near 321	3		Elevator	Interior		Elevator doors remain fully open < 3 seconds	- -	Adjust closer on elevator door so that doors remain open for at least 3 seconds.	1	Labor	\$0
Toilet & Bathing Rooms												
80	Girl's Toilet Room Near 321	3		Lavatory	N/A		Plumbing underneath is exposed	-	Insulate or otherwise configure pipes to prevent contact at lavatory.	1	46	\$46

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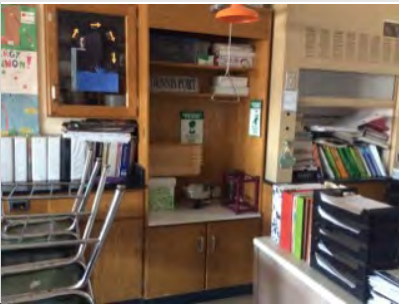
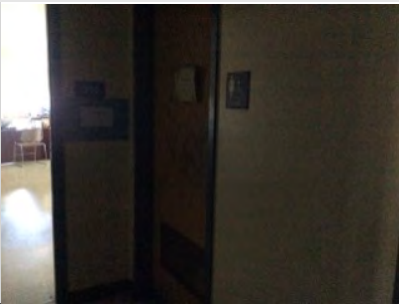
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Toilet & Bathing Rooms												
81	Girls' Toilet Room Near 314	3		Toilet Compartment	Accessible Compartment		Non-compliant toilet paper dispenser Centerline < or > 18" (MAAB)	- 17"	Replace dispenser that does not allow continuous paper flow. Toilet centerline does not comply with 521 CMR but does comply with the ADA. It is not entirely compliant, but usable.	1	353	\$353
Toilet & Bathing Rooms												
82	Girls' Toilet Room Near 321	3		Toilet Compartment	Accessible Compartment		Non-compliant toilet paper dispenser	-	Replace dispenser that does not allow continuous paper flow.	1	353	\$353
Toilet & Bathing Rooms												
83	Girls' Toilet Room Near 329	3		Toilet Compartment	Accessible Compartment		Grab bars not provided Non-compliant toilet paper dispenser Centerline < or > 18" (MAAB)	- - 17"	Provide one grab bar on the side wall of the water closet and one on the rear wall. Replace dispenser that does not allow continuous paper flow. Toilet centerline does not comply with 521 CMR but does comply with the ADA. It is not entirely compliant, but usable.	1	2216	\$2216
Additional Access												
84	Hallway Near 314	3		Drinking Fountains	Low		No drinking fountain provided for standing users	-	Provide an additional drinking fountain for standing users.	1	2014	\$2014



Town of Arlington  
Ottoson Middle School


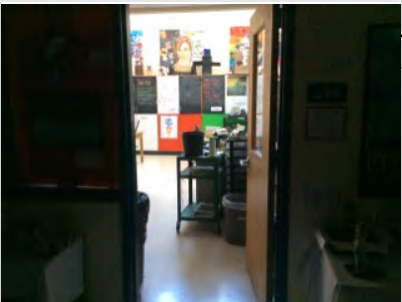



ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Additional Access												
85	Hallway Near 329	3		Drinking Fountains	Low		Operable parts malfunctioning No drinking fountain provided for standing users	- -	Install a Hi-Lo drinking fountain.	1	2108	\$2108
Access to Goods and Services												
86	Hallway Near 355	3		Ramps	Interior		Handrails < 34" or > 38" above ramp surface.	32"	Alter so the handrails are 34"- 38" high above the floor.	1	Labor	\$0
Access to Goods and Services												
87	Main Elevator	3		Elevator	Interior		Raised characters / braille not provided on cabin controls	-	Ensure that raised character and braille designations are placed immediately to the left of the control button to which the designations apply.	1	240	\$240
Access to Goods and Services												
88	Science Classroom	3	302	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided	-	Provide at least one (1) accessible table with 27" min. knee clearance and 30" min. clear width. Ensure accessible work surfaces are well integrated with class seating plans.	1	350	\$350

Town of Arlington  
Ottoson Middle School

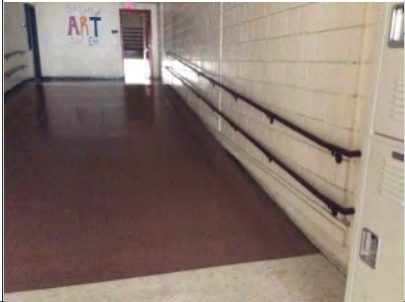
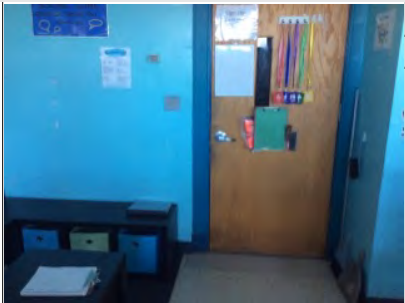

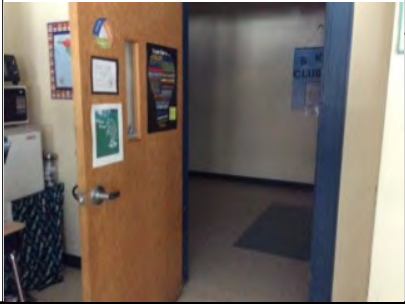
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
89	Science Classroom	3	302	Laboratory	Other		At least one (or 5%) acc. fume hood not provided Emergency shower out of reach range	- 59"	Provide an accessible fume hood with a work surface no higher than 34" above the finished floor, knee and toe clearance for a forward approach and controls that are located within reach range. Provide one accessible emergency shower or lower the shower pull to 48" max. (Cost estimate based on a new fume hood and lowering the shower pull.)	1	1751 Labor	\$1751
Additional Access												
90	Science Classroom	3	302	Sink	Lab		Non-compliant faucets	-	Install faucets that do not require tight grasping, pinching, or twisting of the wrist.	1	493	\$493
Access to Goods and Services												
91	Science Classroom	3	308	Laboratory	Other		At least one (or 5%) acc. fume hood not provided Emergency shower out of reach range	- 59"	Provide an accessible fume hood with a work surface no higher than 34" above the finished floor, knee and toe clearance for a forward approach and controls that are located within reach range. Provide one accessible emergency shower or lower the shower pull to 48" max. (Cost estimate based on a new fume hood and lowering the shower pull.)	1	1751 Labor	\$1751
Access to Goods and Services												
92	Girls' Toilet Room Near 314	3	314	Doors, Doorways, & Gates	Toilet Room		Door requires > 5 lbs. of force to open	15 lbs.	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	\$0







Town of Arlington  
Ottoson Middle School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
93	Study Room	3	315	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided	-	Provide at least one (1) accessible desk with 27" min. knee clearance and 30" min. clear width.	1	550	\$550
Access to Goods and Services												
94	Art Room	3	326	Signage	Designation		Sign not located on the latch side of the door Non glare finish and contrast not provided	- -	Locate sign at permanent rooms alongside the door on the latch side. Provide signs with a non-glare finish with characters that have a high contrast to the background.	1	Labor 116	\$116
95	Art Room	3	326	Interior Access Route	N/A		Route < 36" wide	-	Relocate trash bin to ensure that a clear width of 36" min. is maintained at the route.	1	Labor	\$0
Additional Access												
96	Art Room	3	326	Sink	Classroom		Toe and knee clearances not provided	-	Ensure there is a 27" knee clearance positioned for a forward approach. Provide bracing and remove base cabinet.	1	843	\$843
97	Art Room	3	326	Sink	Classroom		Toe and knee clearances not provided	-	Ensure there is a 27" knee clearance positioned for a forward approach. Provide bracing and remove base cabinet.	1	843	\$843


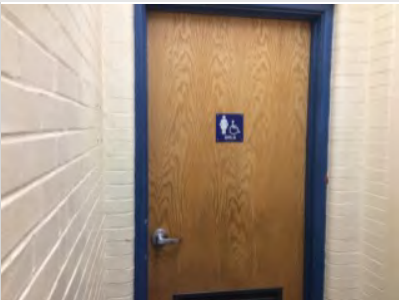
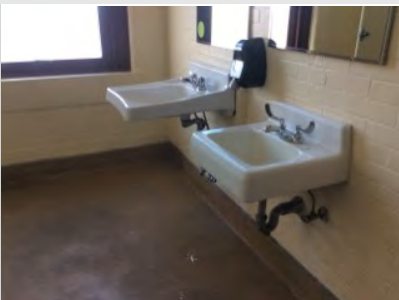
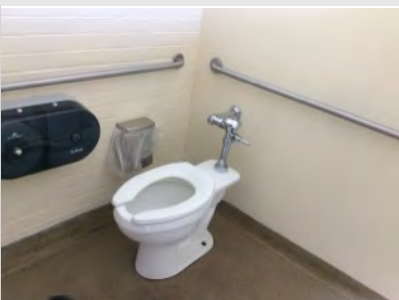
Town of Arlington  
Ottoson Middle School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
98	Hallway Near 329	3	329	Ramps	Interior		Handrails < 34" or > 38" above ramp surface. Handrails do not extend 12" past top & bottom	31" -	Alter so the handrails are 34"- 38" high above the floor. Alter handrails to extend horizontally above the landing for 12" min. beyond the top and bottom of ramp runs.	1	Labor 400	\$400
Access to Goods and Services												
99	Classroom	3	332	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided Mat not securely attached	- -	Relocate the storage out out of the door maneuvering clearance. Secure the mat.	1	Labor	\$0
Access to Goods and Services												
100	Classroom	3	333	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided	-	Provide at least one (1) accessible desk with 27" min. knee clearance and 30" min. clear width. Ensure accessible work surfaces are well integrated with class seating plans.	1	350	\$350
101	Classroom	3	333	Doors, Doorways, & Gates	Classroom		Maneuvering clearance not provided at recess > 8"	11"	Install an automatic door opener.	1	1530	\$1530

Town of Arlington  
Ottoson Middle School


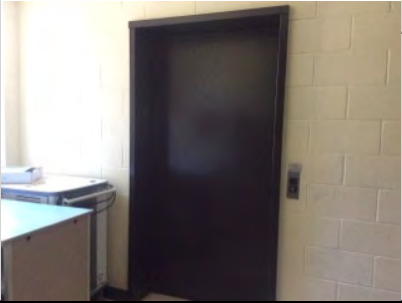
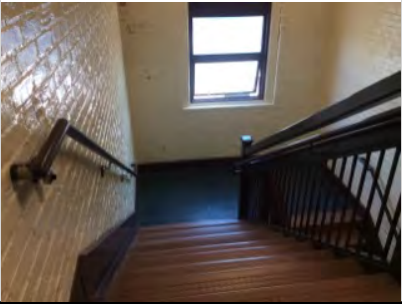

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
102	Classroom	3	335	Doors, Doorways, & Gates	Classroom		Maneuvering clearance not provided at recess > 8"	-	Relocate the storage out out of the door maneuvering clearance.	1	Labor	\$0
Access to Goods and Services												
103	Special Education Classroom	3	338	Interior Access Route	N/A		Route < 36" wide	28"	Relocate furniture to provide a clear width of 36" min.	1	Labor	\$0
Access to Goods and Services												
104	Classroom	3	355	Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Secure the mat.	1	Labor	\$0
Access to Goods and Services												
105	Boy's Toilet Room Near 447	4		Doors, Doorways, & Gates	Toilet Room		Maneuvering clearance(s) not provided	-	Remove or relocate the trash bin away from the door maneuvering clearance.	1	353	\$353

**Town of Arlington  
Ottoson Middle School**





ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Toilet &amp; Bathing Rooms</b>												
106	Boys' Toilet Room Near 447	4		Toilet Compartment	Accessible Compartment		Door has malfunctioning self-closing hinge Flush control not on open side Non-compliant toilet paper dispenser	- - -	Repair hinge. Provide the flush control on the open side of the toilet (transfer side). Replace dispenser that does not allow continuous paper flow.	1	Labor 540	\$540
<b>Access to Goods and Services</b>												
107	Girl's Toilet Room Near 447	4		Signage	Designation		Sign not located on the latch side of the door	-	Locate sign at permanent rooms alongside the door on the latch side. Where there is no wall space at the latch side of the door, signs should be located on the nearest adjacent wall.	1	Labor	\$0
<b>Toilet &amp; Bathing Rooms</b>												
108	Girl's Toilet Room Near 447	4		Lavatory	N/A		Plumbing underneath is exposed	-	Insulate or otherwise configure pipes to prevent contact, for at least one lavatory.	1	46	\$46
<b>Toilet &amp; Bathing Rooms</b>												
109	Girls' Toilet Room Near 447	4		Toilet Compartment	Accessible Compartment		Door has malfunctioning self-closing hinge Non-compliant toilet paper dispenser Centerline < or > 18" (MAAB)	- - 16"	Repair hinge. Replace dispenser that does not allow continuous paper flow. Toilet centerline does not comply with 521 CMR but does comply with the ADA. It is not entirely compliant, but usable.	1	Labor 353	\$353



Town of Arlington  
Ottoson Middle School





ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
110	Girls' Toilet Room Near 447	4		Dispensers	Paper Towel Dispenser		Not operable with a closed fist	-	Provide a dispenser that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.  (Cost estimate based on installation of a new compliant dispenser.)	1	470	\$470
Access to Goods and Services												
111	Main Elevator	4		Elevator	Interior		Hoistway signs not on both jambs	-	Provide hoistway signs on both sides of jambs on all four (4) floors.	8	48	\$384
Best Practice												
112	Stairs Near 440, (Same at All)	4			Stairs				Best Practice: Consider renovating stairs to have accessible handrails with extensions. Consider adding color-contrasting strips at each stair tread to improve access for people who are blind or low-vision.	1	-	\$0
Access to Goods and Services												
113	Classroom	4	443	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided	-	Relocate the desk out out of the door maneuvering clearance.	1	Labor	\$0

**Town of Arlington  
Ottoson Middle School**





ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Access to Goods and Services</b>												
114	Classroom	4	447	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided	-	Provide at least one (1) accessible desk with 27" min. knee clearance and 30" min. clear width. Ensure accessible work surfaces are well integrated with class seating plans.	1	350	\$350
<b>Additional Access</b>												
115	Classroom	4	447	Sink	Classroom		Toe and knee clearances not provided	-	Ensure there is a 27" knee clearance positioned for a forward approach. Provide bracing and remove base cabinet.	1	843	\$843
<b>Access to Goods and Services</b>												
116	Classroom	4	456	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided	-	Provide at least one (1) accessible desk with 27" min. knee clearance and 30" min. clear width. Ensure accessible work surfaces are well integrated with class seating plans.	1	350	\$350
<b>Additional Access</b>												
117	Classroom	4	456	Drinking Fountains	Hi-Lo		Clear floor space not provided Operable parts malfunctioning Standing height fountain does not have cane protection	- - -	Repair or replace drinking fountain to ensure operable parts function properly. When repaired, remove the drip tray underneath the low fountain. Provide a cane-detectable barrier skirt under the high unit.	1	Labor 445	\$445







Town of Arlington  
Ottoson Middle School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
118	Classroom	4	458	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided	-	Provide at least one (1) accessible desk with 27" min. knee clearance and 30" min. clear width. Ensure accessible work surfaces are well integrated with class seating plans.	1	350	\$350
119	Classroom	4	458	Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Secure the mat.	1	Labor	\$0
Approach and Entrance												
120	Community Garden	Ext.		Exterior Access Route	Exterior		Accessible route not provided		Ensure an accessible route is provided.  (Cost estimate based on 225 ft. long stone dust route to provide accessible routes to the community garden from exit 13, and inside the community garden.)	1	5126	\$5126
Best Practice												
121	Exit 10	Ext.			Stairs				Best Practice: Recommend renovating exterior stairs to have accessible handrails on both sides.	1	-	\$0

Town of Arlington  
Ottoson Middle School





ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
122	Exit 14	Ext.		Emergency Exit	N/A		Emergency exit not on an accessible route Directional sign to accessible emergency exit not provided Tactile exit sign not provided Threshold > 1/2" high	- - - 6"	On the interior, provide a directional sign indicating the location of the nearest emergency exit. On the interior, provide a tactile exit sign with raised characters and braille at exit doors. Mount the sign between 48" - 60" above the finished floor on the latch side of the door.	2	116	\$232
Approach and Entrance												
123	Exit 3	Ext.		Emergency Exit	N/A		Threshold > 1/2" high	6"	Alter threshold to be 1/2" high max. Build a 6' by 6' concrete platform at the door and reslope the ramp leading to the street. (Cost estimate for a platform and resloping ramp to 50' ramp to the street to ensure that the running slope does not exceed 1:12 slope.)	1	2552	\$2552
Best Practice												
124	Exit to Stairs From Blue Gym	Ext.					Level changes > 1/4"	2"	Best Practice: Although this is not an accessible route, consider renovating transition point between concrete and asphalt for safety. Alter the change in level to be 1/4" high max.	1	-	\$0
Toilet & Bathing Rooms												
125	Near Softball Field	Ext.		Portable Toilet	N/A		Not located on an accessible route	-	Locate portable toilet on an accessible route.	1	Labor	\$0

Town of Arlington  
Ottoson Middle School





ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
126	Parking Lot for Soccer Field	Ext.		Off-Street Parking Lot or Garage	Visitor		Total # of parking Total # of designated accessible parking spaces Total # of designated van accessible spaces	24 0 0	Provide at least one (1) van-accessible parking space.	1	1850	\$1850
Approach and Entrance												
127	Rear Parking Lot	Ext.		Exterior Access Route	Exterior		Surface openings > 1/2" Route not maintained in operable working condition	2" -	Replace or reposition so that openings are 1/2" max. and the long opening dimension is perpendicular to the dominant direction of travel. Ensure the accessible route is maintained in operable working condition.  (Cost estimate based on new grates and repair of surrounding asphalt.)	1	1778	\$1778
Access to Goods and Services												
128	Rear Parking Lot	Ext.		Operable Parts	Bike Rack		Element not on an accessible route	-	Ensure bike rack is located on an accessible route. Provide a curb cut.	1	2800	\$2800
Access to Goods and Services												
129	Route From Exit 3	Ext.		Ramps	Exterior		Handrails not provided at both sides if rise is > 6" No lower handrail 18"-20" high provided	-	Provide handrails on both sides. Provide a lower handrail between 18" to 20" high.	1	7000	\$7000



Town of Arlington  
Ottoson Middle School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Best Practice												
130	Route From Exit 4	Ext.			Accessible Route				Best Practice: Recommend installing edge protection or other retaining features along exterior walkways to guard against falls.	1	-	\$0
Approach and Entrance												
131	School Parking on Southwest	Ext.		Off-Street Parking Lot or Garage	Visitor		Vehicle space < 96" wide at car space Running or cross slope at access aisle > 1:50 (2.00%) Sign does not have the designation "Van Accessible"	90" 5.5% -	Ensure that the car-accessible parking space is at least 96" wide. Reduce running or cross slope at accessible spaces and access aisles to be no steeper than 1:50 (2.00%). Add the designation "Van Accessible" to the sign located at the van accessible space.	1	4150	\$4150
Play and Sport Areas												
132	Soccer Field Entrance	Ext.		Field			Field not connected to an accessible route		Ensure soccer field is connected to an accessible route. Consider removal of a portion of the fence and installing a gate where the entry to the field is level on the opposite side of the field. (Cost to be determined.) After an accessible entrance is created, provide a sign with the International Symbol of Accessibility (ISA) at the accessible entrance.	1	TBD 173	\$173
Approach and Entrance												
133	Soccer Field Entrance	Ext.		Entrance	Stairs		Entrance not on an accessible route Directional sign to accessible entrance not provided		Provide a directional sign indicating the location of the nearest accessible entrance. Provide an additional route on the opposite side of the field.	1	173	\$173

Town of Arlington  
Ottoson Middle School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Play and Sport Areas												
134	Softball Field	Ext.		Field	Softball		Field not connected to an accessible route	-	Ensure softball field is connected to an accessible route.  (Cost estimate based on the installation of 320 linear ft. of asphalt.)	1	11093	\$11093
135	Softball Field	Ext.		Field	Softball		Accessible spaces not provided at sidelines seating	-	Provide a 36" x 48" clear floor space at sidelines seating.  (Cost estimate based on installation of 150 long asphalt route to create a compliant route with clear floor space.)	1	5200	\$5200
Best Practice												
136	Softball Field Entrance	Ext.			Stairs				Best Practice: Recommend renovating exterior stairs to have accessible handrails.	1	-	\$0
Approach and Entrance												
137	Walkway by Stairs on the Northeast Side on Acton Street Leading to the Soccer Field	Ext.		Exterior Access Route	Walkway		Cross slope > 1:50 (2.00%)	4%	Reduce cross slope to be no steeper than 1:50 (2.00%).  (Cost estimate based on renovating cross slope for a 30' long concrete area.)	1	900	\$900



# Parmenter School Building



## Town of Arlington ADA Transition Plan

November 2019



Institute for Human Centered Design

200 Portland Street, Boston, MA 02114  
www.IHCDesign.org • info@IHCDesign.org  
617-695-1225 voice/tty

# Parmenter School Building

Year Built: 1926                      Year Renovated: 1988

## Background

The Parmenter School building, located at 17 Irving Street, is a four-story facility that is owned by the Town but leased to the Arlington Children’s Center and the International School of Boston. Currently no Town programs are offered in the building.

The building has two main entrances, one of which leads to the Arlington Children’s Center area, and the other leads to the International School area. Neither of these entrances are accessible. There is no accessible means of vertical circulation between the four (4) stories. Toilet rooms lack clear floor space and accessible plumbing fixtures.

Major spaces within the building include classrooms, offices, a nurse’s office, toilet rooms and a cafeteria.

There is a playground on the north side. There is a park on the west side that was assessed as part of the Recreation Department Self-Evaluation Report in 2014.

At the current time, there are no plans to relocate public programs in this facility. The facility was assessed for the current programs that are housed in it.

## Key Accessibility Issues

### Exterior Accessible Routes

There is no accessible exterior route to the west entrance to the Arlington Children’s Center area because of an excessive running slope. There is no accessible route from the Arlington Children’s Center exit on the east because of a change in level. There is no accessible route provided to the north playground.

### Entrances

There is no accessible entrance to the either of the two areas of this building. The west entrance to the Arlington Children’s Center has an excessive slope. The front entrance to the International School has stairs. Re-sloping the main entrance to

provide a five-foot deep level landing and a sloped walkway that does not exceed 5% (1:20) is recommended. With this change the egress route from the east side will also need to be re-routed.



Image shows accessible route to the entrance and east side.

### Vertical Circulation

There is no accessible vertical circulation provided between the lower level and first, second and third floors. There is no accessible route between the lower level and the cafeteria level.

### Toilet Rooms

No accessible toilet rooms are provided in the facility. Major issues include lack of clear floor space at toilets, lack of wheelchair accessible compartments, and lack of turning space.

### Drinking Fountains

Throughout the facility drinking fountains are not provided for standing users.



Sinks

Sinks in the cafeteria and in classrooms lack adequate toe and knee clearance or are mounted with the rim or counter higher than 30 inches above the finished floor.

Playground

As mentioned earlier, there is no accessible route provided to the north playground. In addition, an accessible route is not provided around the playground and an accessible route is not provided to each play component.

**Note:** The Massachusetts Architectural Access Board (MAAB) does not consider engineered wood fiber (EWF) to comply with its regulation requiring an accessible route to each play component and around the playground.

Additional Accessibility Issues

- Designation signage is not compliant in many locations.
- Egress signage is not compliant in most locations.

Order of Magnitude Cost Estimates





- Renovate exterior accessible routes: \$83,846
- Renovate entrances: \$6,900
- Provide a Limited Use Limited Application (LULA) lift to the cafeteria: \$90,000
- Provide an elevator between the lower level, first floor and second floor: \$141,004
- Provide compliant egress and designation signage: \$2,204
- Renovate toilet rooms: \$47,734
- Renovate drinking fountains: \$10,352
- Renovate sinks in classrooms and the cafeteria: \$9,706
- Provide an accessible route around the playground that is 48 inches wide minimum: \$19,250
- Provide a 60-inch wide accessible route to each play component (estimate for poured-in-place rubber): \$12,716
- Miscellaneous corrective actions: (including door hardware, service counter, and operable parts, etc.): \$1,180

**Total: \$ 424,892**



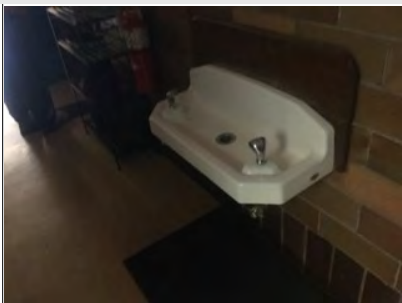

Best Practice and Inclusive Design

- In the nurse’s office, provide an adjustable height medical exam table.
- On the stairways, update handrails for adults and children. When children are the principal users in a building or facility, a second set of handrails at an appropriate height can assist them and aid in preventing accidents. A maximum height of 28 inches measured to the top of the gripping surface from the stair nosing is recommended for handrails designed for children. 9 inches min. should be provided between handrails.
- In Classroom 8, the white board is currently 32" high, consider painting the entire wall with whiteboard dry-erase paint so that small children and wheelchair users can fully utilize this area.
- Consider providing handrails at the stair to the playground on the north side.
- IHCD strongly recommends exploring the possibility of an alternative surface to engineered wood fiber (EWF). Overtime, EWF requires continuous maintenance to ensure the surface is maintained in operable working condition (stable, firm and slip-resistant). In addition, when used in combination with other surfaces required for accessible routes to play components in Massachusetts, it will present a challenge to prevent level changes at the transition points between EWF and other surfaces, and to keep the accessible routes clear of EWF.





Town of Arlington  
Parmenter School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Toilet & Bathing Rooms												
1	All-Gender Toilet Rooms Near Classroom 3	1		Overall Access	Toilet Room		Accessible plumbing fixtures or stalls not provided		Provide one accessible wheelchair compartment in one of the two all-gender toilet rooms by Classroom 3.	1	3091	\$3091
Access to Goods and Services												
2	All-Gender Toilet Rooms Near Classroom 3	1		Signage	Designation		Raised characters not provided Braille not provided Sign not located on the latch side of the door International Symbol of Acc. not compliant		For both toilet rooms, provide text with raised characters duplicated in braille and locate the sign alongside the door on the latch side. Ensure that the International Symbol of Accessibility is provided on the toilet room that is brought into compliance.	2	116 Labor	\$232
Access to Goods and Services												
3	Boys' Toilet Room	1		Signage	Designation		Not provided Raised characters not provided Braille not provided Sign not located on the latch side of the door International Symbol of Acc. not compliant		Provide a designation sign with text with raised characters duplicated in braille. Locate sign at permanent rooms alongside the door on the latch side. After the toilet room is brought into compliance, provide a sign containing the International Symbol of Accessibility.	1	Labor 116	\$116
Toilet & Bathing Rooms												
4	Boys' Toilet Room	1		Overall Access	Toilet Room		Accessible plumbing fixtures or stalls not provided		Provide one accessible wheelchair compartment.	1	3091	\$3091


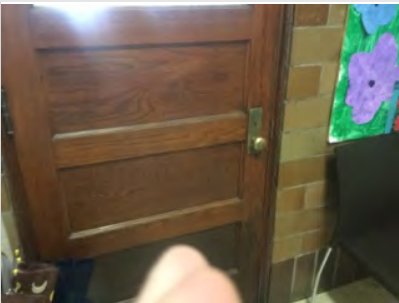
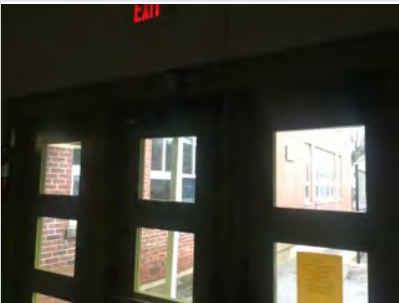

Town of Arlington  
Parmenter School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Toilet Rooms for Children												
5	Boys' Toilet Room	1		Lavatory	N/A		Exposed plumbing underneath Mirror above lavatory w/reflective surface > 31"	- 44"	Insulate or otherwise configure pipes to prevent contact, for at least one lavatory. Lower mirror so that the bottom surface is at 31" above finished floor.	1	174	\$174
Additional Access												
6	Classroom 3	1		Sinks for Children's Use	Classroom		Rim or counter at sink > 30" Knee or toe clearance not provided	33" -	Provide a new sink with the front of the rim or counter no higher than 30" and ensure the sink has 25" high min. 30" wide min. knee and toe clearance positioned for a forward approach.	1	1,547	\$1547
Additional Access												
7	Corridor Near Classroom 3	1		Drinking Fountains	Low		No drinking fountain provided for standing users	29"	Install a Hi-Lo drinking fountain.	1	2,108	\$2108
Additional Access												
8	Drinking Fountain Near Toilet Rooms	1		Drinking Fountains	Low		No drinking fountain provided for standing users		Provide an additional drinking fountain for standing users.	1	2,014	\$2014

Town of Arlington  
Parmenter School


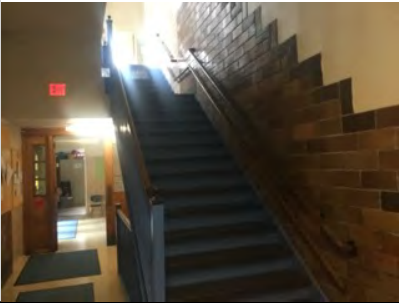

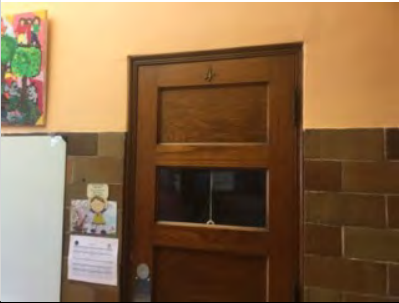
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
9	Girls' Toilet Room	1		Signage	Designation		Raised characters not provided Braille not provided International Symbol of Acc. not compliant		Provide text with raised characters duplicated in braille. Locate sign alongside the door on the latch side. After the toilet room is brought into compliance, ensure that the sign contains the International Symbol of Accessibility.	1	116	\$116
Toilet & Bathing Rooms												
10	Girls' Toilet Room	1		Overall Access	N/A		Accessible plumbing fixtures or stalls not provided		Provide one accessible wheelchair compartment.	1	3,091	\$3091
Toilet Rooms for Children												
11	Girls' Toilet Room	1		Lavatory	N/A		Exposed plumbing underneath Mirror above lavatory w/reflective surface > 31"	- 35"	Insulate or otherwise configure pipes to prevent contact, for at least one lavatory. Lower mirror so that the bottom surface is at 31" above finished floor.	1	174	\$174
Best Practice												
12	Nurse's Office	1							Best Practice: Provide an adjustable height medical exam table.	1	-	\$0

Town of Arlington  
Parmenter School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Toilet & Bathing Rooms												
13	Nurse's Office Toilet Room	1		Overall Access	Toilet Room		Turning space not provided Accessible plumbing fixtures or stalls not provided		Provide an accessible single-user toilet room.	1	12,302	\$12302
Access to Goods and Services												
14	Offices	1		Doors, Doorways, & Gates	Office		Hardware not operable with a closed fist		Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	2	242	\$484
Approach and Entrance												
15	Preschool Entrance (West)	1		Emergency Exit	N/A		Tactile exit sign not provided International Symbol of Acc. not provided		Provide a tactile exit sign with raised characters and braille at exit doors. Mount signs between 48"- 60" above finished floor located on the latch side of the door. After the exit is made compliant, provide an illuminated sign with the International Symbol of Accessibility.	2	116	\$232
Access to Goods and Services												
16	Preschool Quiet Area	1		Interior Access Route	N/A		Route < 36" wide	20"	Ensure that a clear width of 36" min. is maintained at at lease one quiet area. Relocate furniture.	1	Labor	\$0








Town of Arlington  
Parmenter School




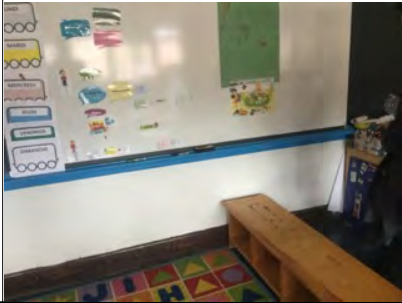
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Additional Access												
17	Preschool Room	1		Sinks for Children's Use	Classroom		Exposed plumbing underneath Knee or toe clearance not provided		Insulate or otherwise configure pipes to prevent contact, for at least one sink. Provide at least one sink with 25" knee and toe clearance positioned for a forward approach.	1	666	\$666
Best Practice												
18	Stairways	1							Best Practice: Update handrails for adults and children. When children are the principal users in a building or facility, a second set of handrails at an appropriate height can assist them & aid in preventing accidents. A maximum height of 28 inches measured to the top of the gripping surface from the stair nosing is recommended for handrails designed for children. 9 inches min. should be provided between handrails.	1	-	\$0
Access to Goods and Services												
19	Toddler Room	1		Interior Access Route	N/A		Route < 36" wide	32"	Ensure that a clear width of 36" min. is maintained at the accessible route. The route can narrow to 32" min., but only for 24" deep. Relocate furniture.	1	Labor	\$0
Access to Goods and Services												
20	Offices	1	4	Signage	Designation		Not provided Raised characters not provided Braille not provided		Provide a sign with text with raised characters duplicated in braille. Locate signage alongside the door on the latch side.	1	116	\$116







Town of Arlington  
Parmenter School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
21	Offices	1	4	Interior Access Route	N/A		Route < 36" wide	26"	Ensure that a clear width of 36" min. is maintained at the accessible route. Relocate the chair.	1	Labor	\$0
22	Offices	1	4	Service Counter	N/A		Counter > 36" high	42"	Provide a counter that is 36" max. above the ground or finished floor.	1	440	\$440
Additional Access												
23	Classroom 5	1	5	Sinks for Children's Use	Classroom		Exposed plumbing underneath Knee or toe clearance not provided	- 22"	Insulate or otherwise configure pipes to prevent contact at sink. Raise the sink 2 inches so that the rim is at 30" above the finished floor and ensure a 24" knee and toe clearance positioned for a forward approach is provided.	1	889	\$889
Access to Goods and Services												
24	All-Gender Toilet Rooms Near Classroom 10	2		Signage	Designation		Raised characters not provided Braille not provided Sign not located on the latch side of the door International Symbol of Acc. not compliant		For both toilet rooms, provide text with raised characters duplicated in braille and locate the sign alongside the door on the latch side. Ensure that the International Symbol of Accessibility is provided after the toilet room that is brought into compliance.	2	Labor 116	\$232
Toilet & Bathing Rooms												
25	All-Gender Toilet Rooms Near Classroom 10	2		Overall Access	Toilet Room		Accessible plumbing fixtures or stalls not provided		Provide one accessible wheelchair compartment.	1	3,091	\$3091





Town of Arlington  
Parmenter School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Additional Access												
26	Classroom 10	2		Sinks for Children's Use	Classroom		Exposed plumbing underneath Knee or toe clearance not provided	- 18"	Insulate or otherwise configure pipes to prevent contact at sink. Raise the sink to provide 25" knee and toe clearance positioned for a forward approach.	1	889	\$889
Access to Goods and Services												
27	Classroom 12	2		Interior Access Route	N/A		Route < 36" wide	20"	Ensure that a clear width of 36" min. is maintained at the accessible route.	1	Labor	\$0
Additional Access												
28	Classroom 12	2		Sinks for Children's Use	Classroom		Exposed plumbing underneath Knee or toe clearance not provided		Insulate or otherwise configure pipes to prevent contact at sink. Provide at least one sink with 25" knee and toe clearance positioned for a forward approach.	1	889	\$889
Best Practice												
29	Classroom 8	2							Best Practice: The white board is currently 32" high, consider painting the entire wall with whiteboard dry-erase paint so that small children and wheelchair users can fully utilize this area.	1	-	\$0

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Additional Access												
30	Classroom 9	2		Sinks for Children's Use	Classroom		Rim or counter at sink > 30" Knee or toe clearance not provided	33" -	Provide a new sink with the front of the rim or counter no higher than 30" and ensure the sink has 25" high min. 30" wide min. knee and toe clearance positioned for a forward approach.	1	1,547	\$1547
Access to Goods and Services												
31	Corridor	2		Operable Parts	Equipment		Reach < 15" or > 48"(forward/side approach)	70"	Relocate defibrillator to be no higher than 48" above finished floor.	1	128	\$128
Additional Access												
32	Drinking Fountain Near Toilet Rooms	2		Drinking Fountains	Low		No drinking fountain provided for standing users	29"	Install a Hi-Lo drinking fountain.	1	2,108	\$2108
Access to Goods and Services												
33	Preschool Room	2		Interior Access Route	N/A		Route < 36" wide	22"	Ensure that a clear width of 36" min. is maintained at the accessible route. Relocate furniture.	1	Labor	\$0

Town of Arlington  
Parmenter School



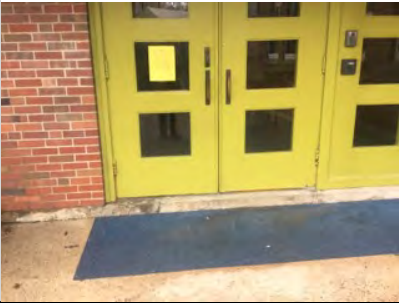

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Additional Access												
34	Preschool Room	2		Sinks for Children's Use	Classroom		Exposed plumbing underneath Knee or toe clearance not provided		Insulate or otherwise configure pipes to prevent contact at sink. Provide at least one sink with 25" knee and toe clearance positioned for a forward approach.	1	889	\$889
Access to Goods and Services												
35	Route to Preschool Offices	2		Interior Access Route	N/A		Route < 36" wide	30"	Ensure that a clear width of 36" min. is maintained at the accessible route.	1	Labor	\$0
Access to Goods and Services												
36	'School Age' Toilet Room	2		Signage	Designation		Raised characters not provided Braille not provided Sign not located on the latch side of the door International Symbol of Acc. not compliant		Provide text with raised characters duplicated in braille. Locate sign alongside the door on the latch side. Replace sign with a sign containing the International Symbol of Accessibility after the toilet room is brought into compliance.	1	Labor 116	\$116
Toilet & Bathing Rooms												
37	'School Age' Toilet Room	2		Overall Access	Toilet Room		Turning space not provided Accessible plumbing fixtures or stalls not provided		Based on the toilet measurements, this toilet room is designed for students in the 4-6 grade. It lacks clear floor space and turning space and will need to be expanded and rebuilt into an accessible single-user toilet room.	1	12,302	\$12302



Town of Arlington  
Parmenter School




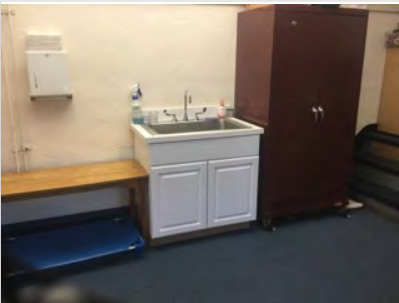
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
38	Speech Therapy Room and Other Third Floor Areas	3		Interior Access Route	N/A		Obstructed by protruding objects		Due to the limited head clearance, we do not recommend providing Town programs and services on this level.	1	-	\$0
Approach and Entrance												
39	Main Entrance	Ext.		Entrance	Main Entrance		Number of public accessible entrances < 60% Entrance not on an accessible route		Remove steps. Provide a 1:50 (2.00%) level landing that is 60" deep minimum. Provide a walkway that is sloped no greater than 1:20 (5.00%) from the street to the entry landing. Renovate the east path to connect with the main path in the diagram. Remove part of fence and relocate building signage. (Cost estimate for 450 square feet of concrete walkways.)	1	6,900	\$6900
Play and Sport Areas												
40	Northern Playground	Ext.		Play Areas	N/A		Accessible route not provided to each play component No compliant transfer system	- 9"	Provide an accessible route that is 60" min. wide to each play component. Transfer system is required to be between 11 and 18" high. Alteration to transfer system might be technically infeasible, however should be considered when the area around the structure is resurfaced. (Cost estimate for 275' of poured-in-place rubber surface that is 60" wide min.)	1	19,250	\$19250
Best Practice												
41	Northern Playground	Ext.							Best Practice: provide handrails at stair.	1	-	\$0

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Parmenter School


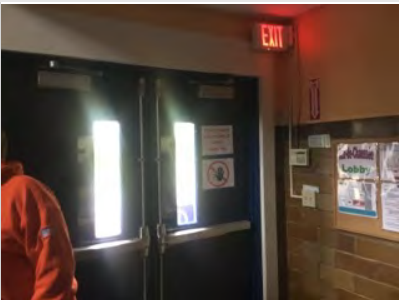
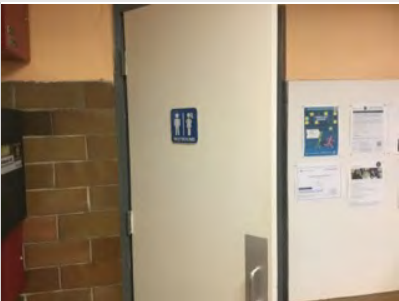

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Play and Sport Areas												
42	Northern Playground Routes Between Playground Structures	Ext.		Play Areas	N/A		Accessible route not provided around the playground		Provide a 374' route around the playground that is 48" wide minimum.  (Cost estimate for 374 linear-foot asphalt surface.)	1	12,716	\$12716
Approach and Entrance												
43	Preschool Entrance Route (West)	Ext.		Exterior Access Route	Exterior		Running slope > 1:20 (5%)	8.3%	Build a compliant concrete ramp with compliant landings and handrails leading to this entrance.  (Cost estimate for a 70' straight concrete ramp.)	1	82,766	\$82766
Approach and Entrance												
44	Preschool Entrance (West)	Ext.		Entrance	Main Entrance		Threshold > 1/2" high	4"	Ensure that the new ramp, mentioned in the previous record addresses the 4' threshold at this entrance.	1	-	\$0
Approach and Entrance												
45	Preschool Exit on East From Classroom	Ext.		Exterior Access Route	Walkway		Level changes > 1/4"	3"	Alter change in level to be 1/4" high max. Provide a sloped route to the entrance.  (Cost estimate for 5' long sloped concrete walkway.)	1	230	\$230







Town of Arlington  
Parmenter School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
46	Route to Northern Playground From Preschool	Ext.		Exterior Access Route	Exterior		Accessible route not provided		Provide a 48" wide accessible route to the playground.  (Cost estimate for 25' asphalt route.)	1	850	\$850
Additional Access												
47	West Playground	Ext.		Drinking Fountains	Hi-Lo		Inadequate water flow No drinking fountain provided for standing users	- -	Install a Hi-Lo drinking fountain.	1	2108	\$2108
Access to Goods and Services												
48	Cafeteria	LL		Interior Access Route	N/A		Accessible route not provided		Provide a Limited Use/Limited Access Lift between the Cafeteria and Basement.	1	90,000	\$90000
Additional Access												
49	Cafeteria	LL		Sinks for Children's Use	Other		Rim or counter at sink > 30" Knee or toe clearance not provided	36" -	Relocate sink with the front of the rim or counter no higher than 30" for children 5 years or younger. Remove cabinet and install additional bracing to provide a 25" high min. knee and toe clearance positioned for a forward approach.	1	2,167	\$2167




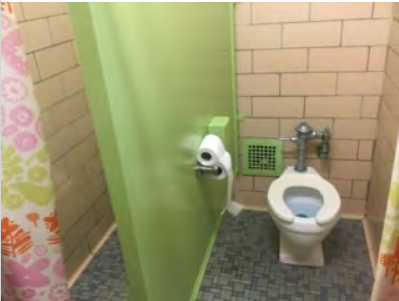
Town of Arlington  
Parmenter School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Additional Access												
50	Corridor by Preschool Toilet Room	LL		Drinking Fountains	Low		No drinking fountain provided for standing users	25"	Provide an additional drinking fountain for standing users.	1	2,014	\$2014
Approach and Entrance												
51	Main Entrance	LL		Emergency Exit	N/A		Tactile exit sign not provided International Symbol of Acc. not provided		Provide a tactile exit sign with raised characters and braille at exit doors. Mount signs between 48"- 60" above finished floor located on the latch side of the door. After the exit is made compliant, provide an illuminated sign with the International Symbol of Accessibility.	2	116	\$232
Access to Goods and Services												
52	Multi-User All-Gender Toilet Room Near Main Entrance	LL		Signage	Designation		Sign not located on the latch side of the door International Symbol of Acc. not compliant		Locate sign at permanent rooms alongside the door on the latch side. Replace sign with a sign containing the International Symbol of Accessibility after the toilet room is brought into compliance.	1	Labor 116	\$116
Toilet & Bathing Rooms												
53	Multi-User All-Gender Toilet Room Near Main Entrance	LL		Overall Access	Toilet Room		Accessible plumbing fixtures or stalls not provided		Provide one accessible wheelchair compartment.	1	3,091	\$3091


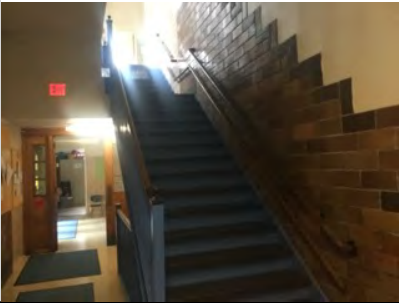
Town of Arlington  
Parmenter School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Toilet Rooms for Children												
54	Multi-User All-Gender Toilet Room Near Main Entrance	LL		Urinal	N/A		Urinal recessed > 24" has > 36" clear width	34"	If urinal is recessed greater than 24" ensure there is a clear width of 36". Relocate the partition.	1	256	\$256
Approach and Entrance												
55	Preschool	LL		Emergency Exit	N/A		Tactile exit sign not provided International Symbol of Acc. not provided		Provide a tactile exit signs with raised characters and braille at exit doors. Mount signs between 48"- 60" above finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility.	2	116	\$232
Access to Goods and Services												
56	Preschool	LL		Operable Parts	Equipment		Reach < 15" or > 48"(forward/side approach)	70"	Relocate fire extinguisher to be no higher than 48" above finished floor.	1	128	\$128
Approach and Entrance												
57	Preschool Exit on North	LL		Emergency Exit	N/A		Emergency exit not on an accessible route Tactile exit sign not provided Directional sign to accessible emergency exit not provided		Provide a directional sign indicating the location of the nearest emergency exit. Provide a tactile exit sign with raised characters and braille at exit doors. Mount signs between 48"- 60" above finished floor located on the latch side of the door.	2	116	\$232

Town of Arlington  
Parmenter School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
58	Preschool Girls' Toilet Room	LL		Signage	Designation		Not provided Raised characters not provided Braille not provided		Provide a sign with text with raised characters duplicated in braille. Locate signage alongside the door on the latch side.	1	116	\$116
Toilet & Bathing Rooms												
59	Preschool Girls' Toilet Room	LL		Overall Access	Toilet Room		Accessible plumbing fixtures or stalls not provided		Provide one accessible wheelchair compartment.	1	3,091	\$3091
Access to Goods and Services												
60	Preschool Toilet Room	LL		Signage	Designation		Not provided Raised characters not provided Braille not provided		Provide a sign with text with raised characters duplicated in braille. Locate signage alongside the door on the latch side.	1	116	\$116
Toilet & Bathing Rooms												
61	Preschool Toilet Room	LL		Overall Access	Toilet Room		Accessible plumbing fixtures or stalls not provided		Provide one accessible wheelchair compartment.	1	3,091	\$3091

Town of Arlington  
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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Toilet Rooms for Children												
62	Preschool Toilet Room	LL		Lavatory	N/A		Toe or knee clearances not provided Exposed plumbing underneath	22"	Provide at least one lavatory with 25" min. knee clearance positioned for a forward approach. Ensure toe clearance is also provided.  Insulate or otherwise configure pipes to prevent contact at this lavatory.	1	889	\$889
Access to Goods and Services												
63	Vertical Circulation	LL 1 2		Interior Access Route	N/A		Accessible route not provided		Install an elevator to provide an accessible means of vertical circulation between these three key levels.	1	141,004	\$141004



# Peirce Elementary School



## Town of Arlington ADA Transition Plan

November 2019



Institute for Human Centered Design

200 Portland Street, Boston, MA 02114  
www.IHCDesign.org • info@IHCDesign.org  
617-695-1225 voice/tty

### Peirce Elementary School

Year Built: 2002

#### Background

The Peirce Elementary School is a K-5 educational building servicing approximately 280 students that is located at 85 Park Avenue Extension.

The building has three (3) stories with a split-level ground floor (the lower level of which is designated 'LL' in the catalog). The first floor houses the main office, conference room, principal's office, counselor's office, kindergarten, a nurse's office, the library, and the Peirce Playcare Center (an early childhood daycare center). Second floor areas include classrooms, a counselor's office, an English language arts (ELA) classroom, offices, a literacy lounge, and a preschool classroom. Third floor amenities include an office, classrooms, an OT/PT room, a resource room, learning center, and an art room. Lower level amenities include a cafetorium with stage access, a gymnasium, toilet rooms and a music room.

Parking for the building is provided by two (2) lots; a main lot along Newland Road with 20 spaces, and an auxiliary lot along Blossom Street with three (3) spaces. Both lots have one (1) accessible space each. Additional outdoor amenities include three (3) playgrounds, picnic tables, a community garden, and a basketball court. The picnic tables, points of entry and benches in the park are analyzed in the 2014 Recreation Department Self-Evaluation Report on Peirce School Park.

There are two (2) main entrances; one (1) at-grade entrance located on the south side of the building, and one (1) entrance located on the north side that is accessible via stairs and a ramp. Both entrances have automatic door openers. There are nine (9) emergency exits; of which, six (6) are accessible to the public. These exits include the main exit on the south, two (2) exits on the southeast side of the building from the gymnasium, one (1) exit on the east side towards Park Avenue Extension, as well as two (2) exits from the north side. There are three (3) exits to the Newland Road parking that are used exclusively by custodial staff and are not used by the public.

### Key Accessibility Issues

#### Exterior Access Routes

Accessibility issues include a lack of an accessible route at the community garden, as well as an excessive cross slope outside of Exit 3.

#### Parking

Accessibility issues include a lack of signage with the designation "Van Accessible" at one (1) van accessible space and an excessive running slope in the Newland Road parking lot. Additionally, the access aisle does not adjoin the curb ramp, and the curb ramp would be blocked when a car is parked in the space.

#### Emergency Exits

Accessibility issues include a lack of tactile exit signs at all exits. At exits that are accessible, the International Symbol of Accessibility (ISA) is not provided on the illuminated exit sign. Inaccessible exits lack directional signage to accessible exits. Additionally, mats at exits are not properly secured to the floor.

#### Doors

Accessibility issues include a door at the Peirce Playcare Center that lacks the required width of 32 inches, and doors that lack maneuvering clearances. The OT/PT room door requires greater than five (5) pounds of force to open.

The door to the lift to the stage in the cafetorium is currently very difficult to open independently. IHCD recommends realigning the door at the base of the lift to ensure easier access.

#### Signage

Accessibility issues include signs that are not located directly on the wall adjacent to the latch side of the door. Additionally, there are multiple instances where pieces of tape are placed over the raised characters and braille. Ensure the pieces of tape are removed and that the braille and raised characters are not covered.

Work Surfaces

Accessibility issues include a lack of accessible work surfaces for children with a knee clearance that is 24 inches high and 30 inches wide minimum. Additionally, work surfaces in the principal’s office and other offices lack knee and toe clearances.

Toilet Rooms

Accessibility issues in toilet rooms include toilet paper dispensers that are mounted above the grab bars; a side grab bar that is less than the 42 inches long required; a children’s toilet room with a toilet that has a centerline that is located 19 inches from the side wall. Additional issues include dispensers that protrude into the circulation path, coat hooks mounted higher than required, and grab bars that are mounted too high above the finished floor in children’s toilet rooms.

Sinks

Sinks in every classroom, as well as the nurse’s office, office room, and ELA room all lack knee and toe clearance due to moveable items located underneath the sinks.

Play Areas

Accessibility issues include a lack an accessible route to each play component on the north side of the site. In addition, there is no 48 inch wide accessible route around the play area with the climbing structure on the north side of the site.

**Note:** The Massachusetts Architectural Access Board (MAAB) does not consider engineered wood fiber (EWF) to comply with its regulation requiring an accessible route to each play component.

Additional Accessibility Issues

- A lack of drinking fountains for standing users at the main entrance.

**Order of Magnitude Cost Estimates**

- Renovate exterior routes: \$1,342
- Provide a van-accessible parking space (including sign, releveling and providing an adjoining accessible route): \$1,120
- Provide emergency egress signage: \$1,392
- Install offset hinges at the Peirce Playcare door: \$1,116
- Provide accessible work surfaces: \$3,500
- Renovate toilet rooms: \$7,692
- Provide a drinking fountain for standing users by the main entrance: \$2,014
- Provide an accessible route around playgrounds and an accessible route to each play component: \$23,440
- Miscellaneous corrective actions (signage, protruding object, etc.): \$476




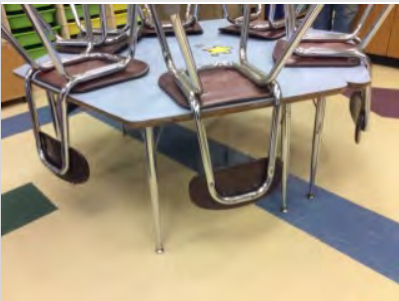

**Total: \$42,092**

**Best Practice and Inclusive Design**




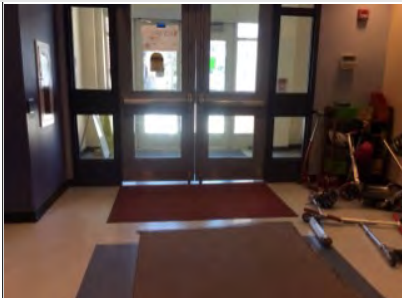
Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

- Consider providing an adjustable height bed in the nurse’s office.
- In the Peirce Playcare room, IHCD recommends providing a baby gate that has a 32-inch minimum clear width, a threshold that is ½-inch maximum and hardware that can be operable with a closed fist. If the gate is used by members of the public, an accessible gate must be provided.
- Consider removing additional posters directly next to signage by the ELA classroom so that the room designation signage is easier to locate.
- Consider adding an additional railing on the other side of the stage access stairs to allow for greater access.
- Some signs also do not reflect the program observed by IHCD staff at the time of review. If a room permanently changes its program, update the designation signage to reflect the current program.
- In playgrounds, IHCD strongly recommends exploring the possibility of an alternative surface to engineered wood fiber (EWF). Overtime, EWF requires continuous maintenance to ensure the surface is maintained in operable working condition (stable, firm and slip-resistant). In addition, when used in combination with other surfaces required for accessible routes to play components in Massachusetts, it will present a challenge to prevent level changes at the transition points between EWF and other surfaces, and to keep the accessible routes clear of EWF.

**Town of Arlington  
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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Toilet Rooms for Children</b>												
1	First Floor Boys' Toilet Room	1		Single-User Toilet	N/A		Centerline < 12" or > 15" (K - 3) Side or rear grab bar < 20" or > 25" high (K - 3)	19" 35.5"	Relocate toilet so that the centerline is 15" from the side wall. Locate grab bars 25" above the finished floor.	1	1542	\$1542
2	First Floor Boys' Toilet Room	1		Lavatory	N/A		Lavatory rim or counter > 30" Mirror above lavatory w/reflective surface > 31"	34" 40"	Relocate lavatory with the front of the rim or counter no higher than 30". Lower mirror so that the bottom surface is at 31" above finished floor.	1	256	\$256
<b>Toilet Rooms for Children</b>												
3	First Floor Girls' Toilet Room	1		Single-User Toilet	N/A		Side or rear grab bar < 42" long Non-compliant toilet paper dispenser	36" -	Provide a side wall grab bar that is 42" long located 6" max. from the interior corner. Relocate toilet paper dispenser so that it is 14" above the finished floor and between 7"- 9" in front of the toilet. Ensure dispensers and other devices are not mounted above grab bars.	1	802	\$802
<b>Access to Goods and Services</b>												
4	Kindergarten Classroom	1		Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided	21"	Ensure that at least one work surface is accessible. An accessible work surface must have a knee clearance of 24" high and 30" wide.	1	350	\$350
5	Kindergarten Classroom	1		Interior Access Route	N/A		Mat not securely attached	-	Securely attach mat.	1	Labor	\$0

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Access to Goods and Services</b>												
6	Kindergarten Toilet Room	1		Signage	Designation		Sign not located on the latch side of the door	-	Locate sign at permanent rooms alongside the door on the latch side.	1	Labor	\$0
<b>Toilet Rooms for Children</b>												
7	Kindergarten Toilet Room	1		Single-User Toilet	N/A		Non-compliant toilet paper dispenser	-	Relocate toilet paper dispenser so that it is 14" above the finished floor and between 7"- 9" in front of the toilet. Ensure dispensers and other devices are not mounted above grab bars.	1	353	\$353
8	Kindergarten Toilet Room	1		Dispensers	Paper Towel Dispenser		Dispenser acts as a protruding object	-	Relocate dispenser out of the circulation path.	1	353	\$353
<b>Access to Goods and Services</b>												
9	Main Entrance, Exit 1	1		Means of Egress	N/A		Mat not securely attached Tactile exit sign not provided Illuminated exit sign lacks international symbol of accessibility.	- - -	Securely attach mat. Provide a tactile exit sign with raised characters and braille at the the exit doors. Mount the sign between 48"- 60" above the finished floor to the right side of the right hand door. Provide an illuminated exit sign with the International Symbol of Accessibility (ISA) at accessible exits.	2	116	\$232



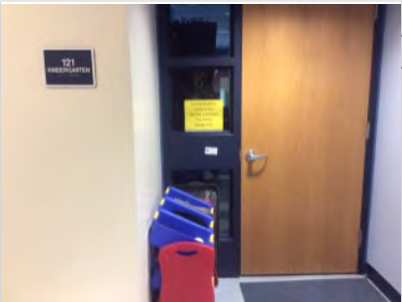

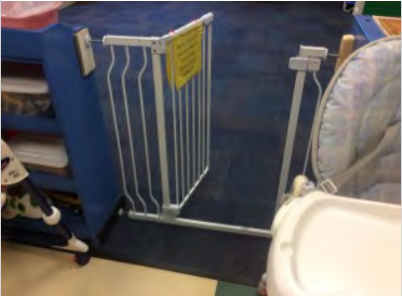


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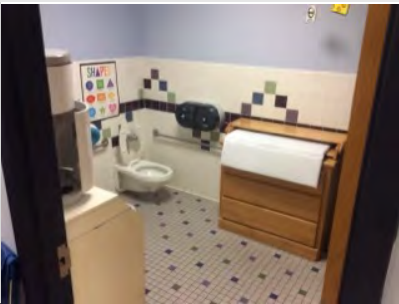
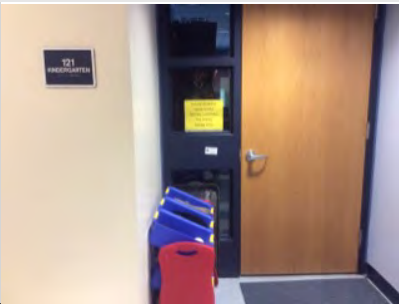
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Best Practice</b>												
10	Nurse's Office	1		N/A	N/A				Best Practice: Consider providing an adjustable height bed.	1	0	\$0
<b>Toilet Rooms for Children</b>												
11	Nurse's Office Toilet Room	1		Single-User Toilet	N/A		Non-compliant toilet paper dispenser	-	Relocate toilet paper dispenser so that it is 14" above the finished floor and between 7"- 9" in front of the toilet. Ensure dispensers and other devices are not mounted above grab bars.	1	353	\$353
12	Nurse's Office Toilet Room	1		Dispensers	Paper Towel Dispenser		Dispenser acts as a protruding object	-	Relocate dispenser out of the circulation path.	1	353	\$353
13	Nurse's Office Toilet Room	1		Single-User Toilet	N/A		Coat hook not within reach range	68"	Lower hook so that it is no higher than 40" above the floor.	1	75	\$75
<b>Access to Goods and Services</b>												
14	Principal's Office	1		Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	23"	Provide at least 1 work surface with 27" min. knee and toe clearance for parents and children.	1	350	\$350



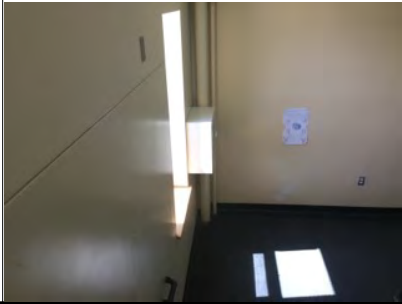


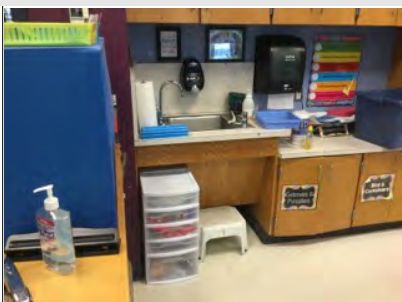
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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
15	Principal's Office	1		Doors, Doorways, & Gates	Office		Maneuvering clearance(s) not provided	15"	Relocate the armchair to allow for 18" clear on the latch pull side of the door.	1	Labor	\$0
<b>Access to Goods and Services</b>												
16	Conference Room and Principal's Office	1	104	Signage	Designation		Braille not provided Sign not located on the latch side of the door	- -	Provide braille. Locate sign at permanent rooms alongside the door on the latch side.	2	116	\$232
<b>Access to Goods and Services</b>												
17	Peirce Playcare Room	1	121	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided Mat not securely attached	- -	Relocate bins. Securely attach mat.	1	Labor	\$0
18	Peirce Playcare Room	1	121	Interior Access Route	N/A		Route < 36" wide	31"	Ensure that a clear width of 36" min. is maintained at the accessible route. Relocate furniture.	1	Labor	\$0
<b>Best Practice</b>												
19	Peirce Playcare Room	1	121		N/A				Best Practice: Recommend providing a gate that has 32" min clear width and a threshold that is 1/2" max. and hardware that can be operable with a closed fist. If the gate is used by members of the public, an accessible gate must be provided.	1	-	\$0

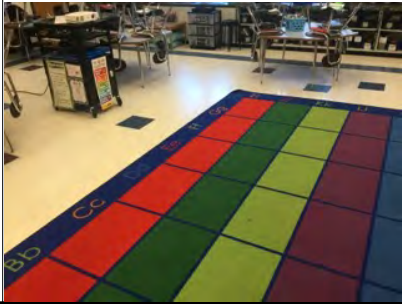


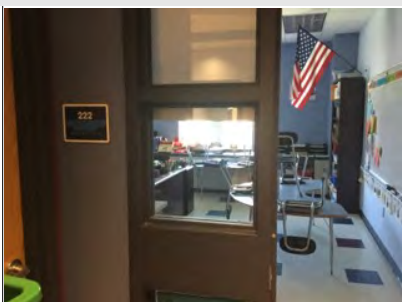
Town of Arlington  
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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
20	Peirce Playcare Room, Crib Area	1	121	Doors, Doorways, & Gates	Circulation		Clear width at door < 32"	31"	Use offset hinges to ensure that the door has 32" clear minimum.	1	1116	\$1116
21	Peirce Playcare Room, Crib Area	1	121	Interior Access Route	N/A		Route < 36" wide	32"	Ensure that a clear width of 36" min. is maintained at the accessible route. Rearrange cribs. Route can narrow to 32" for 24" of depth.	1	Labor	\$0
Best Practice												
22	Peirce Playcare Room, Toilet Room	1	121					-	Best Practice: Toilet is listed as a staff toilet room on floor plans. If it is used by children, remove furniture that obstructs maneuvering clearance at the door and clear floor space at the toilet and relocate the toilet paper dispenser underneath the grab bar.	1	-	\$0
Best Practice												
23	Peirce Playcare, Conf. Room and Principal's Office, Office, Literacy Lounge, Personal Library, Office	1 2 3	121 104 222 224 323 322					-	Best Practice: Some signs also do not reflect the program observed by IHCD staff at the time of review. If a room permanently changes its program, update the designation signage to reflect the current program.	7	-	\$0

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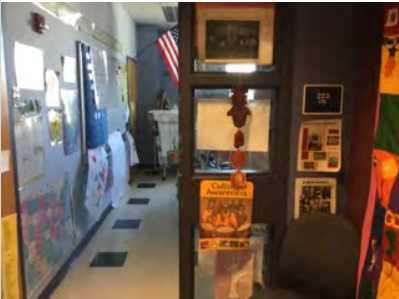
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Access to Goods and Services</b>												
24	Stairwell 1	2		Interior Access Route	N/A		Obstructed by protruding objects	10"	Relocate white box.	1	128	\$128
<b>Access to Goods and Services</b>												
25	Counselor's Office	2	203	Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	24"	Provide at least 1 work surface to have 27" min. knee and toe clearance for parents and children.	1	350	\$350
<b>Access to Goods and Services</b>												
26	Classroom	2	209	Children's Reach Ranges	N/A		Reach < 18" or > 40" (Ages 5 - 8)	8"	Relocate so that stored materials are between 18" and 40" above finished floor.	1	Labor	\$0
<b>Additional Access</b>												
27	Classroom	2	209	Sinks for Children's Use	Classroom		Knee or toe clearance not provided	-	Remove items from underneath sink to allow for toe clearance.	1	Labor	\$0

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Access to Goods and Services</b>												
28	Classrooms Throughout the School	2	209, 217	Interior Access Route	N/A		Mat not securely attached	-	Securely attach mats throughout the school. Ensure at least one classroom per grade has all required accessibility features.	5	Labor	\$0
<b>Additional Access</b>												
29	Classroom	2	211	Sinks for Children's Use	Classroom		Knee or toe clearance not provided	-	Remove items from underneath sink to allow for toe clearance.	1	Labor	\$0
<b>Access to Goods and Services</b>												
30	Classroom	2	218	Interior Access Route	N/A		Route < 36" wide	25"	Ensure that a clear width of 36" min. is maintained at the accessible route. Relocate furniture.	1	Labor	\$0
<b>Access to Goods and Services</b>												
31	Offices	2	222	Signage	Designation		Not provided	-	There are multiple instances where pieces of tape are placed over the raised characters and braille provided. Ensure the pieces of tape are removed and that the braille and raised characters are not covered.	1	Labor	\$0



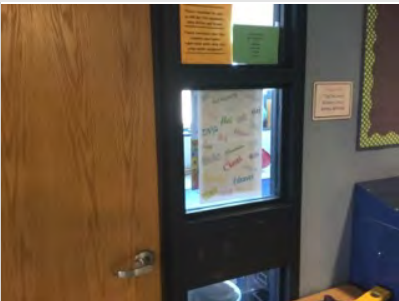
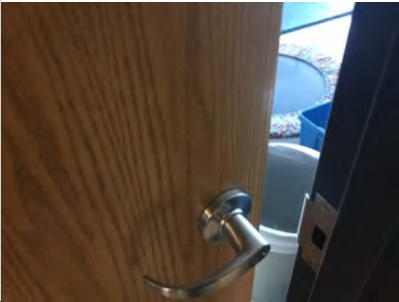


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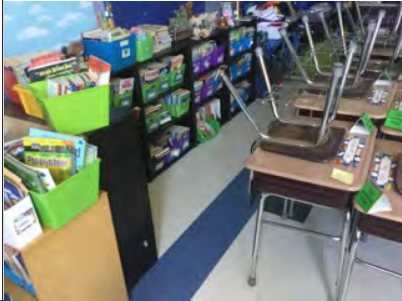



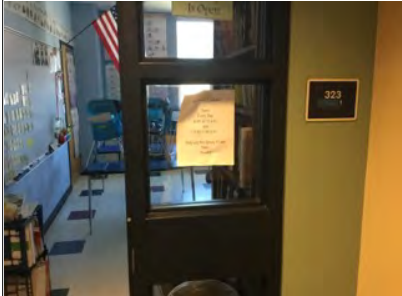
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Additional Access</b>												
32	Offices	2	222	Sinks for Children's Use	Classroom		Sink not on an accessible route	24.5"	Relocate the desk that is located in the clear floor space of the sink.	1	Labor	\$0
<b>Access to Goods and Services</b>												
33	ELA Classroom	2	223	Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	22"	Ensure that at least one work surface is accessible. An accessible work surface must have a knee clearance of 24" high and 30" wide.	1	350	\$350
<b>Additional Access</b>												
34	ELA Classroom	2	223	Sinks for Children's Use	Classroom		Knee or toe clearance not provided	-	Remove items from underneath sink to allow for toe clearance.	1	Labor	\$0
<b>Best Practice</b>												
35	ELA Classroom	2	223	N/A	N/A				Best Practice: Consider removing some of the additional posters so that the room signage is easier to locate.	1	0	\$0







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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
36	Literacy Lounge	2	224	Signage	Designation		Not provided	-	There are multiple instances where pieces of tape are placed over the raised characters and braille provided. Ensure the pieces of tape are removed and that the braille and raised characters are not covered.	1	Labor	\$0
Universal Design												
37	Near Third Floor Toilet Rooms	3		N/A	N/A				Best Practice: Good example of drinking fountains for standing and seated users that do not act as protruding objects.	1	-	\$0
Access to Goods and Services												
38	OT/PT Classroom	3	314	Signage	Designation		Not provided	-	Locate signage alongside the door on the latch side. Ensure it has raised characters duplicated in braille and is mounted between 48" and 60" above the finished floor.	1	116	\$116
39	OT/PT Classroom	3	314	Doors, Doorways, & Gates	Classroom		Door requires > 5 lbs. of force to open	12 lbs.	Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	\$0





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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
40	Classroom	3	318	Interior Access Route	N/A		Route < 36" wide	20"	Ensure that a clear width of 36" min. is maintained at the accessible route. Relocate furniture.	1	Labor	\$0
Access to Goods and Services												
41	Office	3	322	Signage	Designation		Not provided	-	There are multiple instances where pieces of tape are placed over the raised characters and braille provided. Ensure the pieces of tape are removed and that the braille and raised characters are not covered.	1	Labor	\$0
42	Office	3	322	Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	26"	Provide at least 1 work surface with 27" min. knee and toe clearance for parents and children.	1	350	\$350
43	Office	3	322	Interior Access Route	N/A		Route < 36" wide	26"	Ensure that a clear width of 36" min. is maintained at the accessible route. Relocate furniture.	1	Labor	\$0
Access to Goods and Services												
44	Personal Library	3	323	Signage	Designation		Not provided	-	There are multiple instances where pieces of tape are placed over the raised characters and braille provided. Ensure the pieces of tape are removed and that the braille and raised characters are not covered.	1	Labor	\$0

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Additional Access</b>												
45	Art Classroom	3	324	Sinks for Children's Use	Classroom		Sink not on an accessible route	-	Remove items from underneath sink to allow for toe clearance.	1	Labor	\$0
<b>Access to Goods and Services</b>												
46	Grade 1-5 Classrooms Throughout School	3, 2		Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided	19" wide	Ensure that at least one work surface per classroom per grade is accessible and integrated into the classroom. An accessible desk must have a knee clearance of 24" high and 30" wide.	5	350	\$1750
<b>Toilet Rooms for Children</b>												
47	Second and Third Floor Boys' Toilet Rooms	3, 4		Toilet Compartment	Accessible Compartment		Non-compliant toilet paper dispenser	-	Relocate toilet paper dispenser so that it is 14" above the finished floor and between 7"- 9" in front of the toilet. Ensure dispensers and other devices are not mounted above grab bars.	2	353	\$706
<b>Toilet Rooms for Children</b>												
48	Second and Third Floor Girls' Toilet Rooms	3, 4		Toilet Compartment	Accessible Compartment		Non-compliant toilet paper dispenser	-	Relocate toilet paper dispenser so that it is 14" above the finished floor and between 7"- 9" in front of the toilet. Ensure dispensers and other devices are not mounted above grab bars.	2	353	\$706

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Approach and Entrance</b>												
49	Community Garden, Northwest Side	Ext.		Exterior Access Route	Exterior		Accessible route not provided	-	Ensure an accessible route is provided to the community garden.  (Cost based on a 15' stone dust route provided to the community garden with a 1:20 [5%] max. running slope.)	1	342	\$342
<b>Access to Goods and Services</b>												
50	Exit 2	Ext.		Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	- -	Provide a tactile exit sign with raised characters and braille at the interior of the exit doors. Mount the sign between 48"- 60" above the finished floor to the right of the right hand door. Provide a directional sign at the interior of the exit doors indicating the location of the nearest emergency exit.	2	116	\$232
<b>Approach and Entrance</b>												
51	Exit 3	Ext.		Exterior Access Route	Exterior		Cross slope > 1:50 (2.00%)	10.1%	Reduce cross slope to be no steeper than 1:50 (2.00%).  (Cost based on 20' concrete to adjust slope.)	1	1000	\$1000
<b>Approach and Entrance</b>												
52	Parking Lot Along Newland Road	Ext.		Off-Street Parking Lot or Garage	N/A		Running or cross slope at space > 1:50 (2.00%) Sign does not have the designation "Van Accessible"	7.2% -	Reduce the running slope to be no steeper than 1:50 (2.00%). Add the designation "Van Accessible" to the sign located at the van accessible space.  (Cost based on leveling surface and adding a sign.)	1	970	\$970




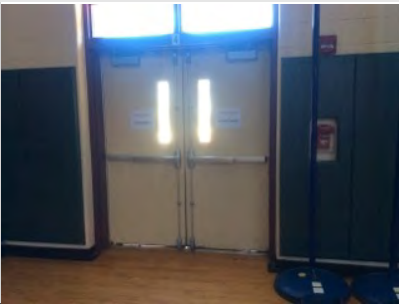


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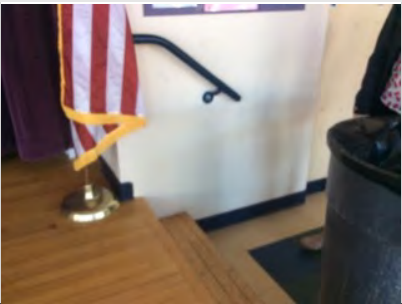
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
53	Parking Lot Along Newland Road	Ext.		Off-Street Parking Lot or Garage	N/A		Access aisle does not adjoin an accessible route	-	Ensure the access aisle adjoins an accessible route.  (Cost based on restriping space so that access aisle is on the right side and adjoins with curb cut.)	1	150	\$150
<b>Play and Sport Areas</b>												
54	Playground with Climbing Structure North of Basketball Court	Ext.		Play Areas	N/A		Accessible route not provided to play components Accessible route not provided around the playground	22' 30'	Provide an accessible impact-attenuating surface that is 60" wide to play components. Provide an accessible route that is 48" wide along each side of the playground. Due to the size of the play ground, it may be technically infeasible to provide a route along the fence side. (Cost estimate based on 22' of poured in place to the play components and 30' of asphalt routes alongside the play area.)	1	2580	\$2580
<b>Play and Sport Areas</b>												
55	Playground, Northeast Side of School	Ext.		Play Areas	N/A		Accessible route not provided to play components	-	Provide an accessible route to each play component.  (Cost based on a 5' wide 298' long poured in place rubber to play components.)	1	20860	\$20860
<b>Universal Design</b>												
56	Playground, Southwest Side of School	Ext.		N/A	N/A				Best Practice: Good example of playground with impact resistant surfacing throughout play area, and an accessible concrete route around the playground. IHCD strongly recommends repeating this surfacing with the playground on the northeast side of the building.	1	-	\$0



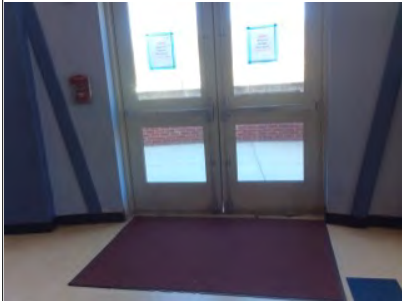

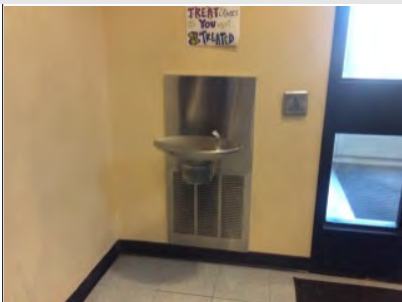
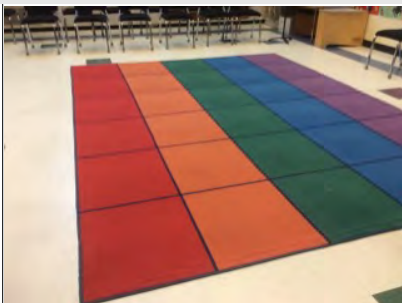
Town of Arlington  
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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Toilet Rooms for Children												
57	Boys' Multi-User Toilet Room	LL		Toilet Compartment	Accessible Compartment		Non-compliant toilet paper dispenser Coat hook not within reach range	- 59.75"	Relocate toilet paper dispenser so that it is 14" above the finished floor and between 7"- 9" in front of the toilet. Ensure dispensers and other devices are not mounted above grab bars. Lower hook so that it is no higher than 40".	1	428	\$428
58	Boys' Multi-User Toilet Room	LL		Dispensers	Paper Towel Dispenser		Dispenser acts as a protruding object	-	Relocate dispensers out of the circulation path.	2	353	\$706
Access to Goods and Services												
59	Exit 3	LL		Means of Egress	N/A		Tactile exit sign not provided Illuminated exit sign lacks international symbol of accessibility.	- -	Provide a tactile exit sign with raised characters and braille at the the exit doors. Mount the sign between 48"- 60" above the finished floor to the right side of the right hand door. Provide an illuminated exit sign with the International Symbol of Accessibility (ISA) at accessible exits.	2	116	\$232
Access to Goods and Services												
60	Exit 4	LL		Means of Egress	N/A		Tactile exit sign not provided Illuminated exit sign lacks international symbol of accessibility.	- -	Provide a tactile exit sign with raised characters and braille at the the exit doors. Mount the sign between 48"- 60" above the finished floor to the right side of the right hand door. Provide an illuminated exit sign with the International Symbol of Accessibility (ISA) at accessible exits.	2	116	\$232

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Toilet Rooms for Children												
61	Girls' Multi-User Toilet Room	LL		Toilet Compartment	Accessible Compartment		Non-compliant toilet paper dispenser	-	Relocate toilet paper dispenser so that it is 14" above the finished floor and between 7"- 9" in front of the toilet. Ensure dispensers and other devices are not mounted above grab bars.	1	353	\$353
62	Girls' Multi-User Toilet Room	LL		Dispensers	Paper Towel Dispenser		Dispenser acts as a protruding object	-	Relocate dispensers out of the circulation path.	2	353	\$706
Access to Goods and Services												
63	Main Entrance, Exit 5	LL		Means of Egress	N/A		Mat not securely attached Tactile exit sign not provided Illuminated exit sign lacks international symbol of accessibility.	<ul style="list-style-type: none"><li>-</li><li>-</li><li>-</li></ul>	Securely attach mat. Provide a tactile exit sign with raised characters and braille at the the exit doors. Mount the sign between 48"- 60" above the finished floor to the right side of the right hand door. Provide an illuminated exit sign with the International Symbol of Accessibility (ISA) at accessible exits.	2	116	\$232
Best Practice												
64	Alternate Route to Stage	LL	023	N/A	N/A				Best Practice: Consider adding an additional railing on the other side of the stairs to allow for greater access.	1	-	\$0

**Town of Arlington  
Peirce Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Access to Goods and Services</b>												
65	Exit 6	LL	023	Means of Egress	N/A		<ul style="list-style-type: none"> <li>Mat not securely attached</li> <li>Tactile exit sign not provided</li> <li>Illuminated exit sign lacks international symbol of accessibility.</li> </ul>	<ul style="list-style-type: none"> <li>-</li> <li>-</li> <li>-</li> </ul>	Securely attach mat. Provide a tactile exit sign with raised characters and braille at the the exit doors. Mount the sign between 48"- 60" above the finished floor to the right side of the right hand door. Provide an illuminated exit sign with the International Symbol of Accessibility (ISA) at accessible exits.	2	116	\$232
<b>Access to Goods and Services</b>												
66	Lift to Stage	LL	023	Doors, Doorways, & Gates	Circulation		<ul style="list-style-type: none"> <li>Hardware not operable with a closed fist</li> <li>Door requires &gt; 5 lbs. of force to open</li> </ul>	<ul style="list-style-type: none"> <li>-</li> <li>-</li> </ul>	Realign the door at the base of the lift to ensure use by all. It is currently very difficult to open independently at the top level.	1	Labor	\$0
<b>Additional Access</b>												
67	Next to Main Entrance	LL	023	Drinking Fountains	Low		No drinking fountain provided for standing users	<ul style="list-style-type: none"> <li>-</li> </ul>	Provide an additional drinking fountain for standing users.	1	2014	\$2014
<b>Access to Goods and Services</b>												
68	Music Room	LL	031	Interior Access Route	N/A		Mat not securely attached	<ul style="list-style-type: none"> <li>-</li> </ul>	Securely attach mat.	1	Labor	\$0

# Peirce Field “Snack Shack”



## Town of Arlington ADA Transition Plan

November 2019



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# Peirce Field “Snack Shack”

Year Built: 2007

## Background

The Peirce Field “Snack Shack” is located at 869 Massachusetts Avenue by the Arlington High School. The facility has two single-user toilet rooms, a concession stand and a drinking fountain. The Snack Shack itself has very minor issues. Additional issues regarding the accessibility of Peirce Field are mentioned in the 2014 Recreation Areas Self-Evaluation Report.

## Key Accessibility Issues

### Exterior Routes

The transition between the asphalt surface and the concrete surface leading to the basketball courts needs repair.

### Toilet and Bathing Rooms

Both toilet rooms have the same issues. At least one should be renovated to relocate the soap at 42 inches or less above the finished floor and the toilet should be relocated so that the centerline is at 18 inches from the side wall.

### Additional Accessibility Issues

- Toilet room signs lack raised characters and braille and are not located on the latch side of the door. After one toilet room is renovated to be compliant, signage with the International Symbol of Accessibility should be provided.
- Currently, there is no drinking fountain provided for standing users.

## Order of Magnitude Cost Estimates

- Repair the surface at the transition between the concrete and asphalt route: \$103
- Provide compliant signs at toilet rooms: \$232
- Renovate one (1) toilet room: \$1,767
- Provide an additional drinking fountain for standing users: \$2,014


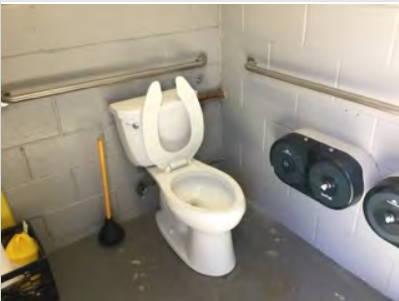
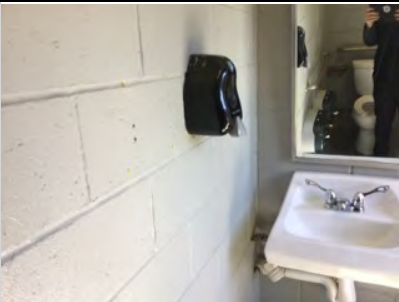

**Total: \$ 4,116**

## Best Practice and Inclusive Design

- Consider providing edge protection at the edge of the concrete surface by the Snack Shack to prevent falls.





Town of Arlington  
Peirce Field “Snack Shack”

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
1	Single-User Toilet Room	1		Signage	Designation		Raised characters not provided Braille not provided Sign not located on the latch side of the door International Symbol of Acc. not compliant		Provide text with raised characters duplicated in braille. Locate sign at permanent rooms alongside the door on the latch side. At the toilet room that is renovated, ensure that the sign contains the International Symbol of Accessibility.	2	116	\$232
Toilet & Bathing Rooms												
2	Single-User Toilet Room	1		Single-User Toilet	N/A		Centerline < or > 18" (MAAB)	20"	At one toilet room, relocate toilet so that the centerline is 18" from the side wall.	1	1414	\$1414
3	Single-User Toilet Room	1		Dispensers	Soap Dispenser		Controls > 42" high	50"	At one toilet room, relocate soap dispenser so the operable part is 42" max. above the finish floor.	1	353	\$353
Additional Access												
4	Concession Counter Drinking Fountain	Ext.		Drinking Fountains	Low		No drinking fountain provided for standing users		Provide an additional drinking fountain for standing users.	1	2014	\$2014



Town of Arlington  
Peirce Field “Snack Shack”

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Best Practice												
5	Concession Counter Walkway	Ext.							Best Practice: Consider providing edge protection at the edge of the concrete surface to prevent falls.	1		\$0
Approach and Entrance												
6	Route to Basketball Courts	Ext.		Exterior Access Route	Exterior		Surface is not stable, firm, and slip-resistant		Repair surface at transition between asphalt and concrete.	1	103	\$103

# Spy Pond Field House



## Town of Arlington ADA Transition Plan

November 2019



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### Background

The Spy Pond Field House is located at 50 Pond Lane by Spy Pond Field and Tennis Courts. It is located by the Play Fair Arch and Hornblower Field, which are included as notable civic and open space landmarks by the Department of Conservation and Recreation (DCR) and the Freedom’s Way Heritage Association. The Field House has two inaccessible entrances with excessive slopes at the thresholds. One entrance leads to an inaccessible locker and shower room and the other leads to a men’s toilet room, a women’s toilet room and an accessible toilet room. There is no exterior accessible route to this building. The exterior area was reviewed as part of the 2014 ADA Compliance Study for the Recreation Department.

### Key Accessibility Issues

#### Exterior Routes

There is no accessible route to the Spy Pond Field House. Recommended exterior routes between all areas of sports activity and park amenities are described in the 2014 ADA Compliance Study for the Recreation Department. The paved area in front of the Field House is not firm, stable and slip-resistant.

#### Doors

Both entrance doors have excessive slopes at thresholds. The route to the gang shower area also has an excessive threshold. Door hardware to the accessible toilet room is not operable with a closed fist.

#### Locker Room

No storage is provided at an accessible height in the locker room. And an accessible bench should be provided with adequate clear floor space and room for transfer by one of the storage areas.

#### Toilet and Bathing Rooms

At one entrance a men’s, women’s and accessible toilet room are provided. The accessible toilet room is lacking a rear grab bar at the toilet, the centerline of the toilet is not located 18 inches from

the side wall, the lavatory has unprotected pipes and the faucet is not operable with a closed fist. Compliant grab bars are not provided at one shower in the gang shower room. The urinal in the shower area is not maintained in operable working condition and lacks clear floor space in front of it.

#### Additional Accessibility Issues

- Toilet room signs lack raised characters and braille and/or are not located on the latch side of the door. Directional signage to the accessible toilet room is not provided at the inaccessible toilet rooms.
- Drinking fountains in both areas of the building lack adequate knee clearance for a wheelchair user and no drinking fountains for standing users are provided.

### Order of Magnitude Cost Estimates


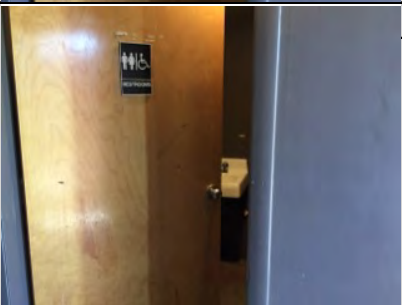
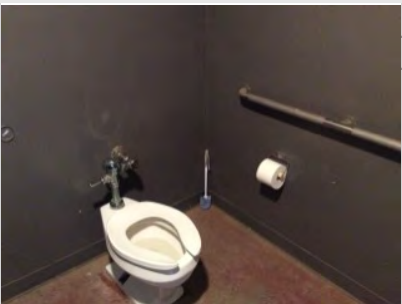


- Renovate interior doors (door hardware and thresholds, including providing two automatic door openers at the entrances): \$3,461
- Renovate the accessible toilet room and gang shower: \$3,300
- Provide two (2) Hi-Lo drinking fountains: \$4,216
- Miscellaneous corrective actions: (including compliant signage, accessible locker room facilities, renovating the surface at the entrance): \$942

**Total: \$ 11,919**





### Best Practice and Inclusive Design

- When renovating walkway by the main entrance: consider raising the height of this concrete surface during renovations to help lessen the excessive slopes at door thresholds.
- Consider building an accessible toilet compartment or a single-user toilet room in the shower area.

Town of Arlington  
Spy Pond Field House

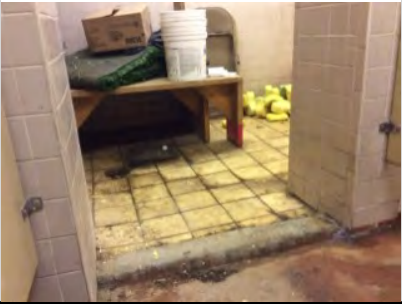
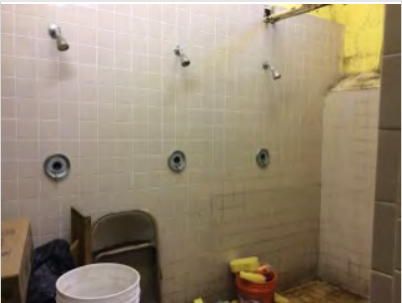
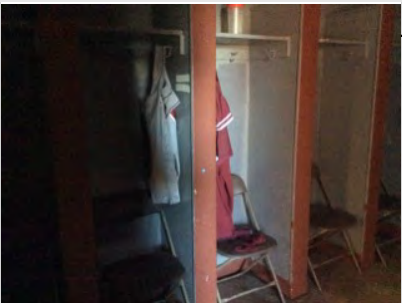

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
1	Accessible Toilet Room	1		Doors, Doorways, & Gates	Toilet Room		Hardware not operable with a closed fist		Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	242	\$242
2	Accessible Toilet Room	1		Signage	Designation		. Sign not located on the latch side of the door		Locate sign at permanent rooms alongside the door on the latch side.	1	Labor	\$0
Toilet & Bathing Rooms												
3	Accessible Toilet Room	1		Single-User Toilet	N/A		Centerline < or > 18" (MAAB) Rear grab bar > 42" long	29" -	Relocate toilet so that the centerline is 18" from the side wall. Provide a rear wall grab bar that is 42" long min. and extends from the toilet 12" min. on one side and 24" min. on the other side (open side).	1	1863	\$1863
4	Accessible Toilet Room	1		Lavatory	N/A		Faucet is not operable with a closed fist Plumbing underneath is exposed		Provide a faucet that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist for at least one lavatory. Insulate or otherwise configure pipes to prevent contact at lavatory.	1	539	\$539
Additional Access												
5	Drinking Fountain in Toilet Room Vestibule	1		Drinking Fountains	Low		No drinking fountain provided for standing users Knee or toe clearance not provided	- 22"	Install a Hi-Lo drinking fountain. Ensure that knee and toe clearance is 27" min. high at the drinking fountain for seated users.	1	2108	\$2108

Town of Arlington  
Spy Pond Field House

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
6	East Side of Field House	Ext.		Entrance	Main Entrance		Entrance not on an accessible route		Provide an accessible route to the Field House. Exterior routes are discussed in the 2014 ADA Compliance Study for the Recreation Department.	1	See Other Report	\$0
Approach and Entrance												
7	Entrance to Field House Toilet Rooms	Ext.		Entrance	Main Entrance		Maneuvering clearance at door > 1:50 (2.00%)	-	Provide an automatic door opener. As best practice consider resurfacing area to reduce the slope.	1	1530	\$1530
Access to Goods and Services												
8	Entrance to Field House Toilet Rooms	Ext.		Signage	Designation		Not provided		Locate signage alongside the door on the latch side.	1	116	\$116
Approach and Entrance												
9	Entrance to Locker Room and Showers	Ext.		Entrance	Main Entrance		Maneuvering clearance at door > 1:50 (2.00%)	-	Provide an automatic door opener. As best practice consider resurfacing area to reduce the slope.	1	1530	\$1530







Town of Arlington  
Spy Pond Field House




ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
10	Gang Shower	1		Doors, Doorways, & Gates	N/A		Threshold > 1/2" high	3"	Remove threshold and replace with a 1/2" high max. threshold.	1	159	\$159
Toilet & Bathing Rooms												
11	Gang Shower	1		Shower Compartment	Roll-In Type		Grab bars not provided		Provide two 42" long grab bars at a corner shower. Ensure the top of the grab bars are located 33" to 36" above the finished floor underneath the shower controls.	2	449	\$898
Access to Goods and Services												
12	Locker Room	1		Locker Room	N/A		Storage > 48" high Bench not provided	63" -	Ensure that at least 5% of storage area (or 1 storage area is accessible, and with shelves and hooks located no higher than 48 inches above the floor. Provide an accessible bench within the room by the accessible storage area.	1	228	\$228
Additional Access												
13	Locker Room	1		Drinking Fountains	Low		No drinking fountain provided for standing users Knee or toe clearance not provided	- 23"	Install a Hi-Lo drinking fountain. Ensure that knee and toe clearance is 27" min. high at the drinking fountain for seated users.	1	2108	\$2108



Town of Arlington  
Spy Pond Field House

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
14	Men's and Women's Toilet Rooms	1		Signage	Designation		Raised characters not provided Braille not provided Sign not located on the latch side of the door	- - - -	Provide text with raised characters duplicated in braille. Locate sign at permanent rooms alongside the door on the latch side.	2	116	\$232
15	Men's and Women's Toilet Rooms	1		Signage	Directional		Directional sign to access. toilet not provided	-	Provide a visual sign indicating the location of the nearest accessible toilet room.  (Note: Directional sign could be combined with the designation signs mentioned in Record # 14.)	2	-	\$0
Access to Goods and Services												
16	Route to Locker Room From Exterior	1		Interior Access Route	N/A		Route < 36" wide	-	Ensure that a clear width of 36" min. is maintained at the accessible route by removing clutter.	1	Labor	\$0
Toilet & Bathing Rooms												
17	Shower Area Urinal	1		Urinal	N/A		Clear floor space not provided at urinal Not maintained	- -	Ensure that urinal is maintained and kept free of debris so that a 30" x 48" clear floor space is provided.	1	Labor	\$0

Town of Arlington  
Spy Pond Field House

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
18	South Side of Field House, Location of Main Entrances	Ext.		Exterior Access Route	Walkway		Level changes > 1/4" Surface is not stable, firm, and slip-resistant	- -	Repair concrete surface to be firm stable and slip-resistant and address any changes in level greater than 1/4" high.  (Cost estimate for resurfacing a 50' long concrete area.)	1	250	\$250
Best Practice												
19	South Side of Field House, Location of Main Entrances	Ext.							Best Practice: Consider raising the height of this concrete surface during renovations to help lessen the excessive slopes at door thresholds.	1		\$0
Access to Goods and Services												
20	Toilet Room by Shower Area	1		Signage	Directional		Directional sign to access. toilet not provided		Toilet room is not accessible. Provide a sign indicating the location of the nearest accessible toilet room.	1	116	\$116

# Stratton Elementary School



## Town of Arlington ADA Transition Plan

November 2019



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# Stratton Elementary School

Year Built: 1962                      Years Renovated: 1968, 2011, 2017

## Background

Stratton Elementary School is a two-story educational building located at 180 Mountain Avenue. The building houses grades K-5, and also hosts an after-school program. The facility consists of two (2) floors; a ground floor, and a lower level built into a hill. The bottommost floor has amenities that include classrooms for grades 3,4, and 5, the speech room, the afterschool program room, the media center/library, and toilet rooms. The upper/ground floor amenities include classrooms for grades 1, 2, and kindergarten, as well as the gymnasium, cafeteria, art room, social worker’s office, music room, and toilet rooms.

Vertical circulation for the building is provided by two (2) stairwells located in the east and south of the building, as well as an elevator. The building has only one (1) designated entrance on the north side of the school near Mountain Avenue, and has a total of nine (9) exits.

The main parking lot on the east has 36 spaces, of which two (2) are accessible. Additional outdoor amenities include a playground, a field, and an asphalt basketball court located near the parking lot.

## Key Accessibility Issues

### Parking

One accessible parking space is missing an identification sign with the International Symbol of Accessibility (ISA) and it should also have a sign identifying it as “Van Accessible”.

### Signage

Accessibility issues include a lack of tactile exit signs at some exits and a lack of directional signage at exits that are not an accessible route. Additionally, exits that are accessible lack the International Symbol of Accessibility on the illuminated exit sign.

In addition, many designation signs are not located directly on the wall adjacent to the latch side of the door, and toilet rooms lack signs containing the International Symbol of Accessibility (ISA).

### Work Surfaces

Accessibility issues include a lack of accessible desks for children with 24” knee clearance min. and 30” min. width in multiple classrooms. In addition, there is lack of knee and toe clearance at work surfaces in the media center and two offices.

### Toilet Rooms

Accessibility issues include toilet paper dispensers used throughout that do not permit continuous paper flow. Additionally, some toilet paper dispensers are mounted above the grab bars.

### Sinks

Classrooms sinks have bins and other items stored in the required clear floor space. Also, the sink in the art room is mounted higher than 34 inches above the finished floor and lacks knee and toe clearance.

### Play Area

There is no accessible route provided to the swing set.

**Note:** The Massachusetts Architectural Access Board (MAAB) does not consider engineered wood fiber (EWF) to comply with its regulation requiring an accessible route to each play component and around the playground. Some issues with Pheasant Avenue Park/Greeley Playground are covered in the 2014 Recreation Facility Self-Assessment, including the ramp to the street, signage, the accessible route to the basketball court and the picnic tables.

Additional Accessibility Issues

- Exterior routes have grates with openings greater than ½” wide.
- The bike rack is not on an accessible route.

**Order of Magnitude Cost Estimates**

- Renovate exterior access route: \$2,308
- Provide compliant egress signage: \$1,508
- Provide compliant designation signage: \$1,276
- Provide accessible work surfaces in classrooms and office spaces: \$2,800
- Renovate toilet rooms: \$5,442
- Renovate art room sink: \$2,390
- Provide an accessible route to the playground swings: \$5,950
- Miscellaneous corrective actions (parking signage, bike rack, etc.): \$1,020

**Total: \$22,694**





**Inclusive Design and Best Practice**

Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

- It is strongly recommended not to obstruct compliant signage with homemade non-compliant signage. Relocate non-compliant signs to a new location.
- Consider renovating interior stairs to have accessible handrails with extensions. Consider adding color-contrasting strips at each stair tread to improve access for people who are blind or low-vision.
- Consider renovating exterior stairs to have accessible handrails with extensions and consistent treads and risers. Consider adding color-contrasting strips at each stair tread to improve access for people who are blind or low-vision.
- IHCD strongly recommends exploring the possibility of an alternative surface to engineered wood fiber (EWF). Overtime, EWF requires continuous maintenance to ensure the surface is maintained in operable working condition (stable, firm and slip-resistant). In addition, when used in combination with other surfaces required for accessible routes to play components in Massachusetts, it will present a challenge to prevent level changes at the transition points between EWF and other surfaces, and to keep the accessible routes clear of EWF.




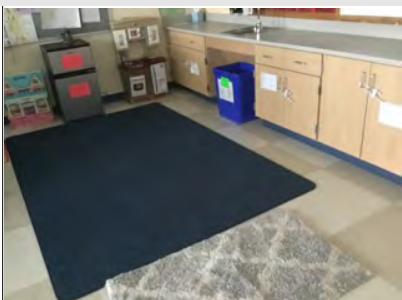


**Town of Arlington  
Stratton Elementary School**




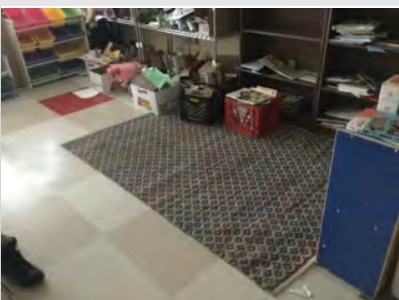
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Approach and Entrance</b>												
1	Cafeteria Exit	1		Emergency Exit	N/A		Tactile exit sign not provided	-	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48" - 60" above the finished floor on the latch side of the door.	1	116	\$116
<b>Approach and Entrance</b>												
2	Exit by Custodian's Office	1		Emergency Exit	N/A		Emergency exit not on an accessible route Directional sign to accessible emergency exit not provided Tactile exit sign not provided	- -	Provide a directional sign indicating the location of the nearest emergency exit. Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48" - 60" above the finished floor on the latch side of the door.	2	116	\$232
<b>Approach and Entrance</b>												
3	Exit Near Kiln Room	1		Emergency Exit	N/A		Tactile exit sign not provided		Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48" - 60" above the finished floor on the latch side of the door.	1	116	\$116
<b>Access to Goods and Services</b>												
4	1st Grade Classroom	1	102	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided	-	Provide at least one (1) accessible desk with 24" min. knee clearance and 30" min. clear width. Ensure accessible work surfaces are well integrated with class seating plans.	1	350	\$350







**Town of Arlington  
Stratton Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Additional Access</b>												
5	1st Grade Classroom	1	102	Sinks for Children's Use	Classroom		Knee or toe clearance not provided	24"	Remove items from the clear floor space at the sink.	1	Labor	\$0
<b>Access to Goods and Services</b>												
6	2nd Grade Classroom	1	105	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided	-	Provide at least one (1) accessible desk with 24" min. knee clearance and 30" min. clear width. Ensure accessible work surfaces are well integrated with class seating plans.	1	350	\$350
<b>Additional Access</b>												
7	2nd Grade Classroom	1	105	Sinks for Children's Use	Classroom		Knee or toe clearance not provided	24"	Remove items from the clear floor space at the sink.	1	Labor	\$0
<b>Access to Goods and Services</b>												
8	Classroom 111	1	111	Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Secure the mat.	1	Labor	\$0





**Town of Arlington  
Stratton Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Additional Access												
9	Classroom 111	1	111	Sinks for Children's Use	Classroom		Knee or toe clearance not provided	-	Relocate recycling bin from the clear floor space at the sink.	1	Labor	\$0
Best Practice												
10	Classroom 111	1	111		Signage		Best Practice		Best Practice: It is strongly recommended not to obstruct compliant signage with homemade non-compliant signage. Relocate non-compliant signs to a new location.	1	-	\$0
Access to Goods and Services												
11	Music Room	1	114	Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Secure the mat.	1	Labor	\$0
Access to Goods and Services												
12	Art Room	1	117	Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Secure the mat.	1	Labor	\$0

Town of Arlington  
Stratton Elementary School


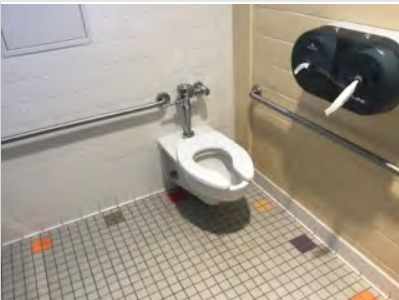


ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Additional Access												
13	Art Room	1	117	Sink	Classroom		Toe and knee clearances not provided Rim or counter > 34"	- 38"	Relocate sink with the front of the rim or counter no higher than 34". Ensure there is a 27" knee clearance positioned for a forward approach. If the rim is located no higher than 31" above the finished floor, the knee and toe clearance can be 24" min. per 2010 ADA Standards.	1	2390	\$2390
Access to Goods and Services												
14	Principal's Office	1	124	Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	-	Provide at least 1 work surface with 27" min. knee and toe clearance. Table lacks toe clearance.	1	350	\$350
Access to Goods and Services												
15	Social Worker's Office	1	125	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided	-	Provide at least 1 work surface with 27" min. knee and toe clearance.	1	350	\$350
Approach and Entrance												
16	Gymnasium	1	147	Emergency Exit	N/A		Tactile exit sign not provided	-	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48" - 60" above the finished floor on the latch side of the door.	2	116	\$232

Town of Arlington  
Stratton Elementary School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
17	Kindergarten 3	1	K3	Emergency Exit	N/A		International Symbol of Acc. not provided Tactile exit sign not provided		Provide the International Symbol of Accessibility on the illuminated exit sign.  Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48" - 60" above the finished floor on the latch side of the door.	2	116	\$232
Toilet & Bathing Rooms												
18	Toilet Room T107	1	T 107	Toilet Compartment	Accessible Compartment		Non-compliant toilet paper dispenser	-	Replace toilet paper dispenser that does not allow continuous paper flow.	1	353	\$353
Toilet & Bathing Rooms												
19	Toilet Room T108	1	T 108	Toilet Compartment	Accessible Compartment		Non-compliant toilet paper dispenser	-	Replace toilet paper dispenser that does not allow continuous paper flow.	1	353	\$353
Access to Goods and Services												
20	Toilet Room T113	1	T 113	Signage	Designation		International Symbol of Acc. not compliant	-	Replace sign with a sign containing the International Symbol of Accessibility.	1	116	\$116



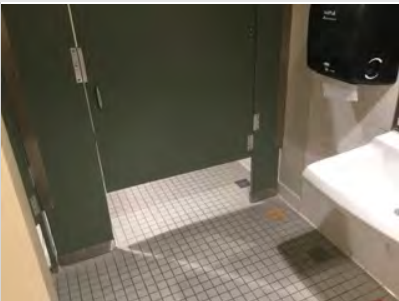



Town of Arlington  
Stratton Elementary School




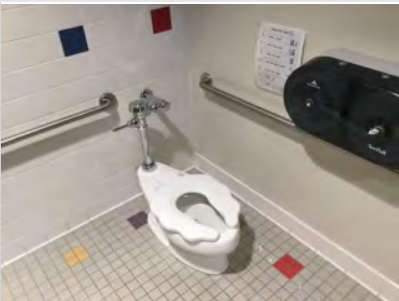
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
21	Toilet Room T101	1	T101	Signage	Designation		International Symbol of Acc. not compliant	-	Replace sign with a sign containing the International Symbol of Accessibility.	1	116	\$116
Toilet Rooms for Children												
22	Toilet Room T101	1	T101	Toilet Compartment	Accessible Compartment		Non-compliant toilet paper dispenser	-	Replace toilet paper dispenser that does not allow continuous paper flow. Relocate toilet paper so that it is 15" min. high, and located under the grab bar.	1	353	\$353
Toilet Rooms for Children												
23	Toilet Room T102	1	T102	Toilet Compartment	Accessible Compartment		Non-compliant toilet paper dispenser	-	Replace toilet paper dispenser that does not allow continuous paper flow. Relocate toilet paper so that it is 15" min. high, and located under the grab bar.	1	353	\$353
Access to Goods and Services												
24	Toilet Room T103	1	T103	Signage	Designation		International Symbol of Acc. not compliant	-	Replace sign with a sign containing the International Symbol of Accessibility.	1	116	\$116




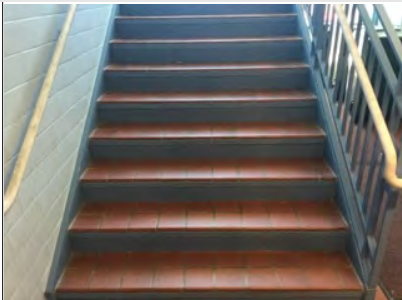
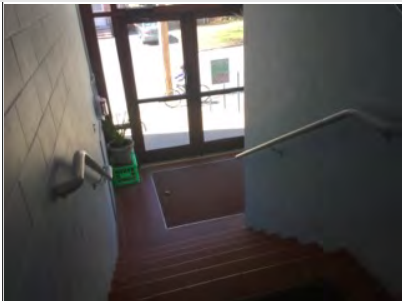

Town of Arlington  
Stratton Elementary School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Toilet Rooms for Children												
25	Toilet Room T103	1	T103	Toilet Compartment	Accessible Compartment		Non-compliant toilet paper dispenser	-	Replace toilet paper dispenser that does not allow continuous paper flow. Relocate toilet paper so that it is 15" min. high, and located under the grab bar.	1	353	\$353
Access to Goods and Services												
26	Toilet Room T104	1	T104	Signage	Designation		International Symbol of Acc. not compliant	-	Replace sign with a sign containing the International Symbol of Accessibility.	1	116	\$116
Toilet Rooms for Children												
27	Toilet Room T104	1	T104	Toilet Compartment	Accessible Compartment		Door with inadequate maneuvering clearance	29"	Remove lavatory to provide adequate maneuvering clearance, or provide sign to accessible toilet.  (Cost estimate to remove lavatory.)	1	500	\$500
28	Toilet Room T104	1	T104	Toilet Compartment	Accessible Compartment		Non-compliant toilet paper dispenser	-	Replace toilet paper dispenser that does not allow continuous paper flow. Relocate toilet paper so that it is 15" min. high, and located under the grab bar.	1	353	\$353




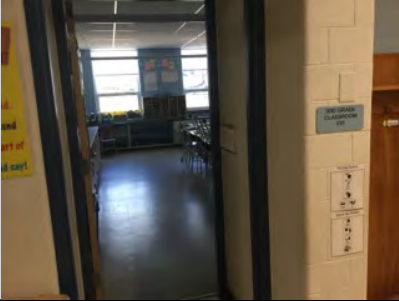

**Town of Arlington  
Stratton Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Access to Goods and Services</b>												
29	Toilet Room T105	1	T105	Signage	Designation		Raised characters not provided International Symbol of Acc. not compliant	- -	Provide text with raised characters duplicated in braille. Replace sign with a sign containing the International Symbol of Accessibility (ISA).	1	116	\$116
<b>Toilet &amp; Bathing Rooms</b>												
30	Toilet Room T105	1	T105	Single-User Toilet	N/A		Toilet paper dispenser is not compliant	-	Replace toilet paper dispenser that does not allow continuous paper flow.	1	353	\$353
<b>Access to Goods and Services</b>												
31	Toilet Rooms T108, T109	1	T108	Signage	Designation		International Symbol of Acc. not compliant	-	Replace sign with a sign containing the International Symbol of Accessibility.	1	116	\$116
<b>Toilet Rooms for Children</b>												
32	Kindergarten Toilet Room T110	1	T110	Single-User Toilet	N/A		Non-compliant toilet paper dispenser	-	Replace toilet paper dispenser that does not allow continuous paper flow. Relocate toilet paper so that it is 15" min. high, and located under the grab bar.	1	353	\$353

Town of Arlington  
Stratton Elementary School



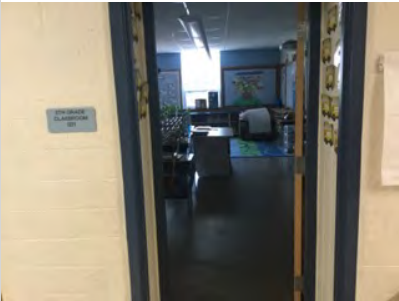


ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Toilet Rooms for Children												
33	Toilet Room T112	1	T112	Single-User Toilet	N/A		Non-compliant toilet paper dispenser	-	Replace toilet paper dispenser that does not allow continuous paper flow. Relocate toilet paper so that it is 15" min. high, and located under the grab bar.	1	353	\$353
Best Practice												
34	Stairs	All			Stairs		Best Practice		Best Practice: Consider renovating interior stairs to have accessible handrails with extensions. Consider adding color-contrasting strips at each stair tread to improve access for people who are blind or low-vision.	2	-	\$0
Approach and Entrance												
35	Exit in Stairwell 2	B		Emergency Exit	N/A		Emergency exit not on an accessible route Directional sign to accessible emergency exit not provided Tactile exit sign not provided	- -	Provide a directional sign indicating the location of the nearest emergency exit. Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48" - 60" above the finished floor on the latch side of the door.	2	116	\$232
Access to Goods and Services												
36	Media Center	B		Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided	22"	Provide at least one (1) accessible table with 24" min. knee clearance and 30" min. clear width. Ensure accessible work surfaces are well integrated with class seating plans.	1	350	\$350

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
37	Media Center	B		Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Secure the mat.	1	Labor	\$0
Approach and Entrance												
38	Exit in Stairwell 1	B	005	Emergency Exit	N/A		Tactile exit sign not provided	-	Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48" - 60" above the finished floor on the latch side of the door.	1	116	\$116
Access to Goods and Services												
39	"A Place to Grow" Afterschool Program	B	010	Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Secure the mat.	1	Labor	\$0
Access to Goods and Services												
40	3rd Grade Classroom	B	015	Signage	Designation		Sign not located on the latch side of the door	-	Locate sign at permanent rooms alongside the door on the latch side. Where there is no wall space at the latch side of a single door, signs shall be located on the nearest adjacent wall.	1	Labor	\$0
41	3rd Grade Classroom	B	015	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided	-	Provide at least one (1) accessible desk with 24" min. knee clearance and 30" min. clear width. Ensure accessible work surfaces are well integrated with class seating plans.	1	350	\$350


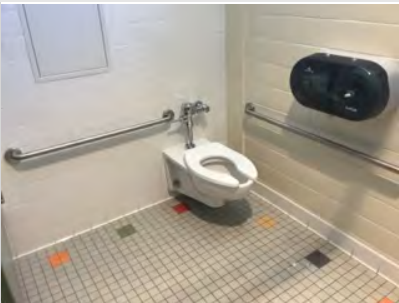

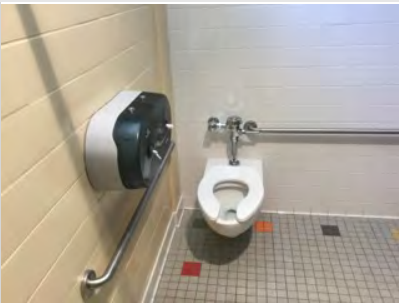


**Town of Arlington  
Stratton Elementary School**



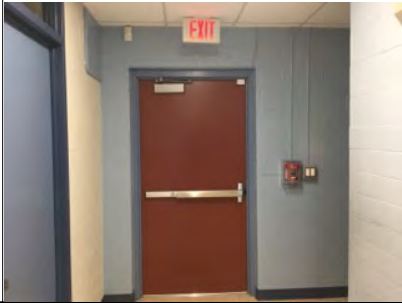

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Access to Goods and Services</b>												
42	4th Grade Classroom	B	016	Signage	Designation		Sign not located on the latch side of the door	-	Locate sign at permanent rooms alongside the door on the latch side. Where there is no wall space at the latch side of a single door, signs shall be located on the nearest adjacent wall.	1	Labor	\$0
43	4th Grade Classroom	B	016	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided	-	Provide at least one (1) accessible desk with 24" min. knee clearance and 30" min. clear width. Ensure accessible work surfaces are well integrated with class seating plans.	1	350	\$350
<b>Access to Goods and Services</b>												
44	5th Grade Classroom	B	021	Signage	Designation		Sign not located on the latch side of the door	-	Locate sign at permanent rooms alongside the door on the latch side. Where there is no wall space at the latch side of a single door, signs shall be located on the nearest adjacent wall.	1	Labor	\$0
45	5th Grade Classroom	B	021	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided	-	Provide at least one (1) accessible desk with 24" min. knee clearance and 30" min. clear width. Ensure accessible work surfaces are well integrated with class seating plans.	1	350	\$350
46	5th Grade Classroom	B	021	Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Secure the mat.	1	Labor	\$0



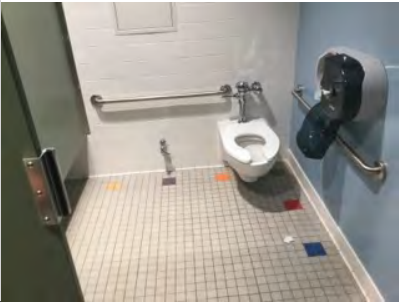



**Town of Arlington  
Stratton Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Access to Goods and Services</b>												
47	Toilet Room T001	B	T001	Signage	Designation		International Symbol of Acc. not compliant	-	Replace sign with a sign containing the International Symbol of Accessibility.	1	116	\$116
<b>Toilet Rooms for Children</b>												
48	Toilet Room T001	B	T001	Toilet Compartment	Accessible Compartment		Non-compliant toilet paper dispenser	-	Replace dispenser that does not allow continuous paper flow. Relocate toilet paper so that it is 15" min. high, and located under the grab bar.	1	353	\$353
<b>Access to Goods and Services</b>												
49	Toilet Room T002	B	T002	Signage	Designation		International Symbol of Acc. not compliant	-	Replace sign with a sign containing the International Symbol of Accessibility.	1	116	\$116
<b>Toilet Rooms for Children</b>												
50	Toilet Room T002	B	T002	Toilet Compartment	Accessible Compartment		Non-compliant toilet paper dispenser	-	Replace toilet paper dispenser that does not allow continuous paper flow. Relocate toilet paper so that it is 15" min. high, and located under the grab bar.	1	353	\$353





**Town of Arlington  
Stratton Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Access to Goods and Services</b>												
51	Toilet Room T003	B	T003	Signage	Designation		International Symbol of Acc. not compliant	-	Replace sign with a sign containing the International Symbol of Accessibility.	1	116	\$116
<b>Toilet &amp; Bathing Rooms</b>												
52	Toilet Room T003	B	T003	Single-User Toilet	N/A		Clearance at toilet < 60" clear width Toilet paper dispenser is not compliant	- -	Remove or relocate table to provide 60" min. clearance beside toilet. Replace toilet paper dispenser that does not allow continuous paper flow.	1	353	\$353
<b>Approach and Entrance</b>												
53	Exit Near Media Center	B	T004	Emergency Exit	N/A		Emergency exit not on an accessible route Directional sign to accessible emergency exit not provided Tactile exit sign not provided	- -	Provide a directional sign indicating the location of the nearest emergency exit. Provide tactile exit signs with raised characters and braille at exit doors. Mount signs between 48" - 60" above the finished floor on the latch side of the door.	2	116	\$232
<b>Access to Goods and Services</b>												
54	Toilet Room T004	B	T004	Signage	Designation		International Symbol of Acc. not compliant	-	Replace sign with a sign containing the International Symbol of Accessibility.	1	116	\$116

Town of Arlington  
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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Toilet Rooms for Children												
55	Toilet Rooms T004, T005	B	T004, T005	Toilet Compartment	Accessible Compartment		Non-compliant toilet paper dispenser	-	Replace toilet paper dispenser that does not allow continuous paper flow. Relocate toilet paper so that it is 15" min. high, and located under the grab bar.	2	353	\$706
Access to Goods and Services												
56	Toilet Room T005	B	T005	Signage	Designation		International Symbol of Acc. not compliant	-	Replace sign with a sign containing the International Symbol of Accessibility.	1	116	\$116
Access to Goods and Services												
57	Access Ramp to Playground	Ext.		Ramps			Handrails not provided at both sides if rise is > 6"	-	See recommendations from Recreation Department Self-Evaluation from 2014 for recommendations.	1	-	\$0
Approach and Entrance												
58	Access Route to Playground	Ext.		Exterior Access Route	Exterior		Surface openings > 1/2"	2"	Replace or reposition so that openings are 1/2" max. and the long opening dimension is perpendicular to the dominant direction of travel.  (Cost estimate based on two new compliant drainage grates.)	2	1154	\$2308

Town of Arlington  
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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
59	Parking Lot	Ext.		Off-Street Parking Lot or Garage	N/A		Sign not provided Total # of parking Total # of designated accessible parking spaces Total # of designated van accessible spaces Sign does not have the designation "Van Accessible"	36 2 0 - -	Provide a sign with the International Symbol of Accessibility (ISA) with the bottom of the sign 60" min. above the ground and the top 96" max. above the ground at the accessible parking space where it is missing. Add the designation "Van Accessible" to the sign located at the van accessible space.	1	500	\$500
Access to Goods and Services												
60	Parking Lot	Ext.		Operable Parts	Bike Rack		Element not on an accessible route	15'	Ensure bike rack is located on an accessible route.  (Cost estimate based on installation of 15 ft. long, 4 ft. wide asphalt path.)	1	520	\$520
Play and Sport Areas												
61	Playground	Ext.		Play Areas	N/A		No compliant transfer system	-	Alteration might be technically infeasible until play component is replaced.	1	-	\$0
Best Practice												
62	Playground	Ext.			Stairs		Best Practice		Best Practice: Consider renovating stairs to have accessible handrails with extensions and consistent treads and risers. Consider adding color-contrasting strips at each stair tread to improve access for people who are blind or low-vision.	1	-	\$0



Town of Arlington  
Stratton Elementary School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Play and Sport Areas												
63	Playground Swings	Ext.		Play Areas	N/A		Accessible route not provided to play components	-	Provide an accessible route to the swings.  (Cost estimate for an 85' long 5' wide poured-in-place rubber route to the swings.)	1	5950	\$5950
Best Practice												
64	Stairs to Court from Street	Ext.			Stairs		Best Practice		Best Practice: Consider renovating stairs to have accessible handrails with extensions and consistent treads and risers. Consider adding color-contrasting strips at each stair tread to improve access for people who are blind or low-vision.	1	-	\$0



# Thompson Elementary School



## Town of Arlington ADA Transition Plan

November 2019



Institute for Human Centered Design

200 Portland Street, Boston, MA 02114  
www.IHCDesign.org • info@IHCDesign.org  
617-695-1225 voice/tty

# Thompson Elementary School

Year Built: 2013

## Background

Thompson Elementary School is a three (3) story educational building located on 187 Everett Street. The building houses grades K-5, and also hosts an after-school program. The plot of land has housed a school since the 1950s, but the old schoolhouse was demolished and completely rebuilt in 2013. The building consists of three (3) floors; the ground floor houses the main office, cafeteria, kindergarten classrooms with dedicated toilet rooms, first grade classrooms, a gymnasium, music room, and health suite. Second floor amenities include second and third grade classrooms, a media center/library, and an English as a second language (ESL) room. The third floor houses fourth and fifth grade classrooms, a small group room, an art room, and an occupational therapy/physical therapy (OT/PT) room. Toilet rooms are provided on all levels. The three (3) floors are all connected by stairs and a compliant elevator. The building has only one (1) designated entrance on the west side of the school near University Street and has a total of 18 exits, including 15 public exits. Of these 15 public exits, all are accessible. The facility has two (2) parking lots; one on the northwest side and one on the southeast side. The northwest lot has approximately 17 parking spaces, one (1) of which is van-accessible. The southeast lot has approx. 24 spaces, one (1) of which is van-accessible. Additional outdoor amenities include two (2) play areas, a community garden and an outdoor picnic area.

# Key Accessibility Issues

## Parking

The southeast parking lot is lacking an identification sign with the designation "Van Accessible" at the van-accessible space.

## Emergency Exits

All accessible exits are lacking the International Symbol of Accessibility (ISA) on the illuminated sign above the door.

## Work Surfaces

Accessibility issues include a lack of compliant work surfaces in many classrooms.

## Toilet Rooms

Accessibility issues include toilets with centerlines located too far from the side wall, toilet seats located higher than allowed, and grab bars that are mounted higher than allowed in wheelchair accessible compartments and single-user toilet rooms. Additionally, the self-closing hinges are not functioning, and wheelchair accessible toilet compartments have non-compliant toilet paper dispensers.

## Additional Accessibility Issues

- The surface is deteriorated at one (1) curb ramp.
- The gate to the community garden lacks compliant hardware and a 10-inch high smooth surface on the push side.
- The picnic area is not connected to an accessible route and lacks an accessible picnic table.
- Designation signage is obstructed by paper or tables.
- Classroom sinks lack knee and toe clearance.
- Some classrooms have routes less than 36" wide min. or lack adequate maneuvering clearance at doors due to furniture placement.

**Order of Magnitude Cost Estimates**

- Provide compliant egress signage: \$1,972
- Provide six (6) accessible work surfaces: \$2,100
- Provide an accessible picnic table on an accessible route:  
\$2,627
- Renovate toilet rooms: \$12,615
- Miscellaneous corrective actions (curb ramp, parking, doors, operable parts, gates, etc.): \$2,245


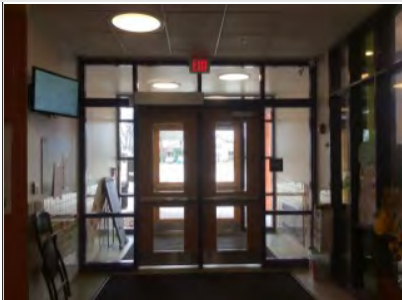
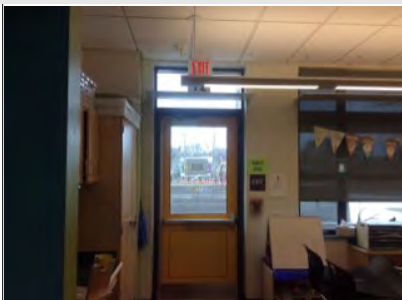
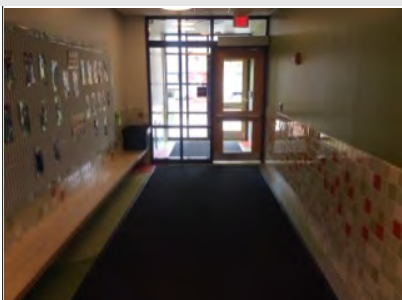
**Total: \$21,559**

**Inclusive Design and Best Practice**

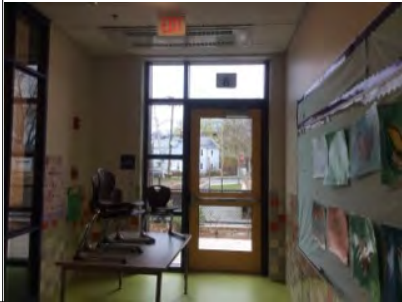
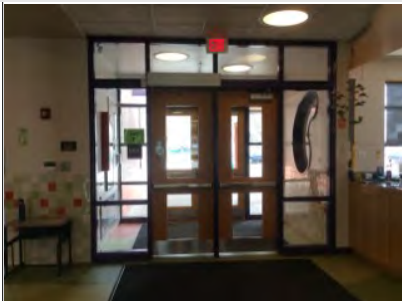


Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

- Consider adding color-contrasting strips at each stair tread to improve access for people who are blind or low-vision.
- Consider providing an adjustable height exam table.
- Consider providing a 48-inch wide route around the accessible picnic table.




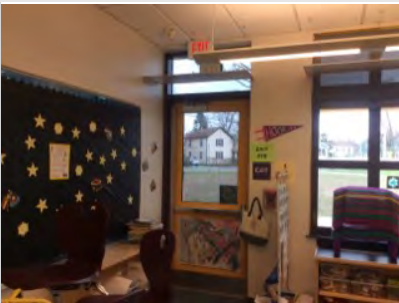
Town of Arlington  
Thompson Elementary School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
1	Exit 11 (Labeled 9 on Plan)	1		Emergency Exit	N/A		International Symbol of Acc. not provided	-	Provide the International Symbol of Accessibility on the illuminated exit sign above the exit door.	1	116	\$116
Approach and Entrance												
2	Exit 12 in Main Lobby	1		Emergency Exit	N/A		International Symbol of Acc. not provided	-	Provide the International Symbol of Accessibility on the illuminated exit sign above the exit doors.	1	116	\$116
Approach and Entrance												
3	Exit 14 Near 108 (Labeled 10 on Plan)	1		Emergency Exit	N/A		International Symbol of Acc. not provided	-	Provide the International Symbol of Accessibility on the illuminated exit sign above the exit door.	1	116	\$116
Approach and Entrance												
4	Exit 5	1		Emergency Exit	N/A		International Symbol of Acc. not provided	-	Provide the International Symbol of Accessibility on the illuminated exit sign above the exit door.	1	116	\$116

Town of Arlington  
Thompson Elementary School





ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
5	Exit 8 Near A101	1		Emergency Exit	N/A		International Symbol of Acc. not provided	-	Provide the International Symbol of Accessibility on the illuminated exit sign above the exit door.	1	116	\$116
Approach and Entrance												
6	Main Entrance	1		Emergency Exit	N/A		International Symbol of Acc. not provided	-	Provide the International Symbol of Accessibility on the illuminated exit sign above the exit doors.	1	116	\$116
Toilet & Bathing Rooms												
7	Single-User Toilet Rooms Near 108	1		Single-User Toilet	N/A		Toilet paper dispenser is not compliant	-	Replace toilet paper dispensers as they do not allow continuous paper flow.	2	353	\$706
8	Single-User Toilet Rooms Near 108	1		Dispensers	Paper Towel Dispenser		Dispenser acts as a protruding object	-	Relocate paper towel dispenser out of the circulation path.	2	353	\$706

Town of Arlington  
Thompson Elementary School






ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Best Practice												
9	Stair 1	1			Stairs		Best Practice		Best Practice: Consider adding color-contrasting strips at each stair tread to improve access for people who are blind or low-vision.	1	--	\$0
Toilet Rooms for Children												
10	Toilet Room Near 112	1		Single-User Toilet	N/A		Non-compliant toilet paper dispenser	-	Replace the toilet paper dispenser as it does not allow continuous paper flow.	1	353	\$353
Approach and Entrance												
11	Exit 6	1	101	Emergency Exit	N/A		International Symbol of Acc. not provided	- -	Provide the International Symbol of Accessibility on the illuminated exit sign above the exit door.	1	116	\$116
Approach and Entrance												
12	Exit 10 (Labeled 8 on Plan)	1	102	Emergency Exit	N/A		International Symbol of Acc. not provided	-	Provide the International Symbol of Accessibility on the illuminated exit sign above the exit door.	1	116	\$116







**Town of Arlington  
Thompson Elementary School**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Approach and Entrance</b>												
13	Exit 4	1	103	Emergency Exit	N/A		International Symbol of Acc. not provided	-	Provide the International Symbol of Accessibility on the illuminated exit sign above the exit door.	1	116	\$116
<b>Access to Goods and Services</b>												
14	Kindergarten Classroom	1	104	Signage	Designation		Not provided	-	Remove paper that is obstructing the tactile sign.	1	Labor	\$0
<b>Toilet Rooms for Children</b>												
15	Kindergarten Toilet Room	1	104	Single-User Toilet	N/A		Non-compliant toilet paper dispenser	-	Replace the toilet paper dispenser as it does not allow continuous paper flow.	1	353	\$353
16	Kindergarten Toilet Room	1	104	Single-User Toilet	N/A		Clearance at toilet < 72" clear depth (MAAB)	-	Relocate boxes to ensure that there is 72" deep min. at the toilet.	1	Labor	\$0


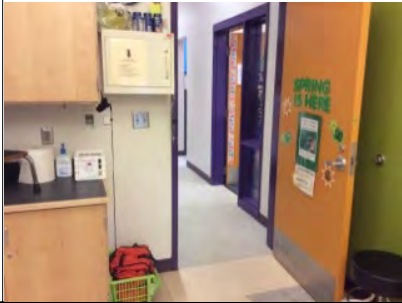


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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Toilet Rooms for Children</b>												
17	Kindergarten Toilet Room	1	105	Single-User Toilet	N/A		Non-compliant toilet paper dispenser	-	Replace the toilet paper dispenser as it does not allow continuous paper flow.	1	353	\$353
18	Kindergarten Toilet Room	1	105	Single-User Toilet	N/A		Clearance at toilet < 72" clear depth (MAAB)	-	Relocate boxes and stored items to ensure that there is 72" deep min. at the toilet.	1	Labor	\$0
<b>Access to Goods and Services</b>												
19	First Grade Classroom	1	107	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided	-	Remove the bin from the maneuvering clearance along the latch side of the door.	1	Labor	\$0
20	First Grade Classroom	1	107	Interior Access Route	N/A		Route < 36" wide	30"	Reconfigure furniture to ensure that 36" min. is maintained at the accessible route.	1	Labor	\$0
<b>Approach and Entrance</b>												
21	First Grade Classroom Exit	1	107	Emergency Exit	N/A		International Symbol of Acc. not provided	-	Provide the International Symbol of Accessibility on the illuminated exit sign above the exit door.	1	116	\$116

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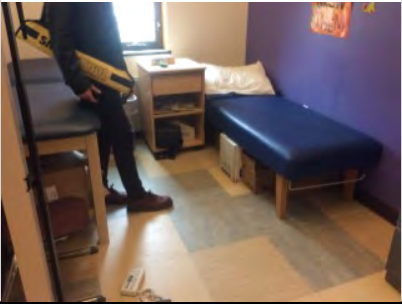
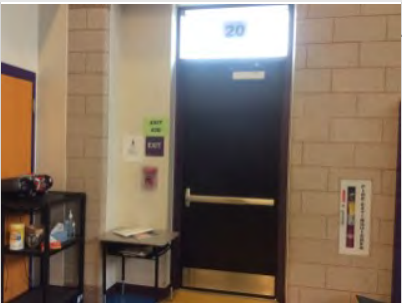
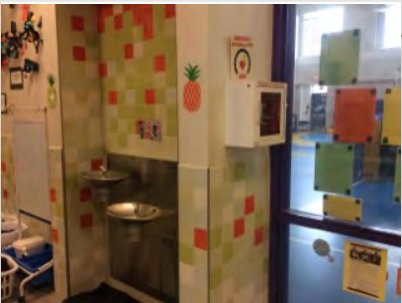

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
22	Exit 13 (Labeled 11 on Plan)	1	108	Emergency Exit	N/A		International Symbol of Acc. not provided	-	Provide the International Symbol of Accessibility on the illuminated exit sign above the exit door.	1	116	\$116
Approach and Entrance												
23	Exit 2	1	109	Emergency Exit	N/A		International Symbol of Acc. not provided	-	Provide the International Symbol of Accessibility on the illuminated exit sign above the exit door.	1	116	\$116
Access to Goods and Services												
24	First Grade Classroom	1	109	Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Secure the mat.	1	Labor	\$0
25	First Grade Classroom	1	109	Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Secure the mats.	3	Labor	\$0

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Additional Access</b>												
26	First Grade Classroom	1	109	Sink	Classroom		Toe and knee clearances not provided	17"	Ensure there is knee and toe clearance that is at least 19" deep.	1	843	\$843
<b>Access to Goods and Services</b>												
27	Health Suite	1	112	Doors, Doorways, & Gates	Circulation		Maneuvering clearance(s) not provided	-	Relocate the white box and green storage bin from the maneuvering clearance along the latch side of the door.	1	128 Labor	\$128
<b>Additional Access</b>												
28	Health Suite	1	112	Sink	Classroom		Toe and knee clearances not provided	-	Remove trash bin from under sink.	1	Labor	\$0
<b>Toilet &amp; Bathing Rooms</b>												
29	Single-User Toilet Room in Health Suite	1	112	Single-User Toilet	N/A		Toilet paper dispenser is not compliant	-	Replace toilet paper dispenser as it does not allow continuous paper flow.	1	353	\$353

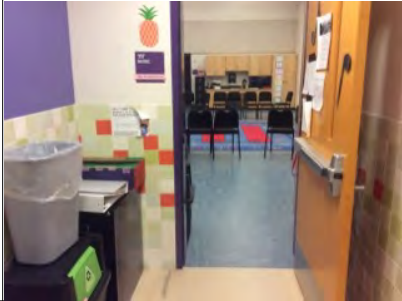

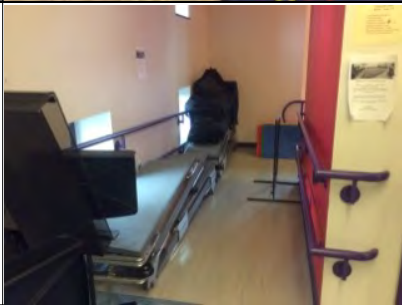

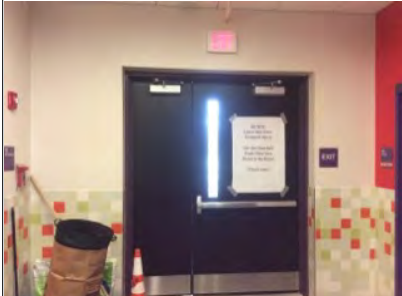


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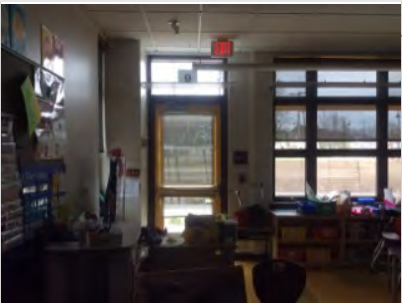
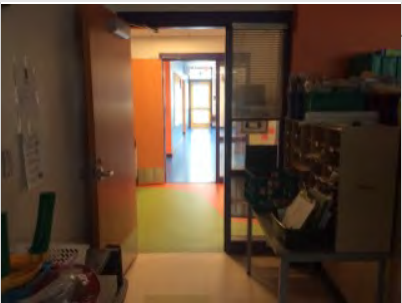
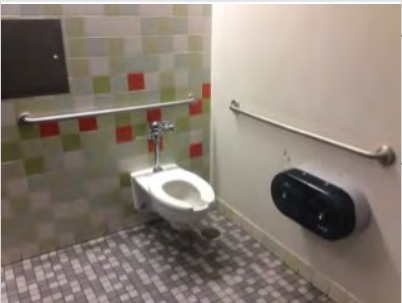
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Best Practice												
30	Rest Area	1	112A		Seating		Best Practice		Best Practice: Consider providing an adjustable height exam table.	1	--	\$0
Approach and Entrance												
31	Exit 20 (Labeled 18 on Plan)	1	115	Emergency Exit	N/A		International Symbol of Acc. not provided	-	Provide the International Symbol of Accessibility on the illuminated exit sign above the exit door.	1	116	\$116
Access to Goods and Services												
32	Near Gym	1	115	Operable Parts	Equipment		Reach < 15" or > 48"(forward/side approach)	55"	Relocate defibrillator so that controls are between 48" max. above the finished floor.	1	128	\$128
Approach and Entrance												
33	Exit 15 (Labeled Exit 13 on Plans)	1	116	Emergency Exit	N/A		International Symbol of Acc. not provided Mat not securely attached	- -	Provide the International Symbol of Accessibility on the illuminated exit sign above the exit door. Secure the mat.	1	116 Labor	\$116





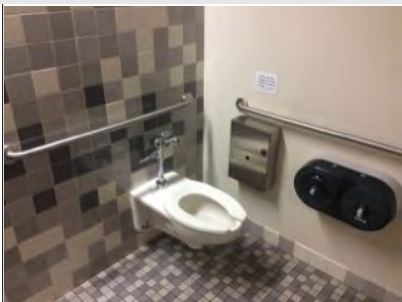

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Access to Goods and Services</b>												
34	Music Room	1	117	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided	-	Remove the storage bin from the maneuvering clearance along the latch side of the door.	1	Labor	\$0
35	Music Room	1	117	Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Secure the mat.	1	Labor	\$0
36	Music Room	1	117	Ramps	Interior		Ramp < 48" wide	-	Relocate items that are stored on the ramp.	1	Labor	\$0
<b>Access to Goods and Services</b>												
37	Route to the Music Room	1	117	Ramps	Interior		Ramp < 48" wide	-	Remove storage bins from the ramp.	1	Labor	\$0
<b>Approach and Entrance</b>												
38	Exit 17 (Labeled Exit 15 on Plans)	1	124	Emergency Exit	N/A		International Symbol of Acc. not provided	- -	Provide the International Symbol of Accessibility on the illuminated exit sign above the exit doors.	1	116	\$116




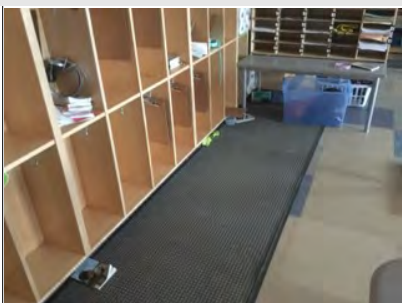
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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
39	Exit 7	1	A101	Emergency Exit	N/A		International Symbol of Acc. not provided	-	Provide the International Symbol of Accessibility on the illuminated exit sign above the exit door.	1	116	\$116
Approach and Entrance												
40	Exit 9	1	A102	Emergency Exit	N/A		International Symbol of Acc. not provided	-	Provide the International Symbol of Accessibility on the illuminated exit sign above the exit door.	1	116	\$116
Access to Goods and Services												
41	Kindergarten	1	A102	Doors, Doorways, & Gates	Classroom		Maneuvering clearance(s) not provided	-	Remove the table from the maneuvering clearance along the latch side of the door.	1	Labor	\$0
Toilet Rooms for Children												
42	Boys' Toilet Room	1	T11	Toilet Compartment	Accessible Compartment		Door with malfunctioning self-closing hinge Toilet seat < 12" or > 15" high (Ages 5 - 8) Side or rear grab bar < 20" or > 25" high (Ages 5 - 8) Centerline < 12" or > 15" (Ages 5 - 8) Non-compliant toilet paper dispenser	- 18" 34" 19" -	Repair self-closing hinge. Install a toilet with a seat between 12"- 15" high above the finished floor. Relocate grab bar to 20"- 25" above the floor. Relocate toilet so that the centerline is between 12" and 15" from the side wall. Replace the toilet paper dispenser as it does not allow continuous paper flow.	1	1895	\$1895

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Access to Goods and Services</b>												
43	Near Girls' and Boys' Toilet Rooms	1	T11 T12	Interior Access Route	N/A		Mat not securely attached	-	Secure the mat.	1	Labor	\$0
<b>Toilet Rooms for Children</b>												
44	Girls' Toilet Room	1	T12	Toilet Compartment	Accessible Compartment		Door with malfunctioning self-closing hinge Toilet seat < 12" or > 15" high (Ages 5 - 8) Side or rear grab bar < 20" or > 25" high (Ages 5 - 8) Centerline < 12" or > 15" (Ages 5 - 8) Non-compliant toilet paper dispenser	- 18.5" 34" 18" -	Repair self-closing hinge. Install a toilet with a seat between 12"- 15" high above the finished floor. Relocate grab bar to 20"- 25" above the floor. Relocate toilet so that the centerline is between 12" and 15" from the side wall. Replace the toilet paper dispenser as it does not allow continuous paper flow.	1	1895	\$1895
<b>Toilet &amp; Bathing Rooms</b>												
45	Single-User Toilet Room Near Kitchen	1	T17	Single-User Toilet	N/A		Toilet paper dispenser is not compliant	-	Replace toilet paper dispenser as it does not allow continuous paper flow.	1	353	\$353
<b>Toilet Rooms for Children</b>												
46	Boys' Toilet Room	2		Toilet Compartment	Accessible Compartment		Toilet seat < 15" or > 17" high (Ages 9 - 12) Side or rear grab bar < 25" or > 27" high (Ages 9 - 12) Centerline < 15" or > 18" (Ages 9 - 12) Non-compliant toilet paper dispenser	18" 34" 19" -	Toilet seat height and toilet centerline are not compliant but usable. Relocate grab bars to 25"- 27" above the floor. Replace the toilet paper dispenser as it does not allow continuous paper flow.	1	1059	\$1059

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Toilet Rooms for Children												
47	Girls' Toilet Room	2		Toilet Compartment	Accessible Compartment		Toilet seat < 15" or > 17" high (Ages 9 - 12) Side or rear grab bar < 25" or > 27" high (Ages 9 - 12) Centerline < 15" or > 18" (Ages 9 - 12) Non-compliant toilet paper dispenser	18" 34" 19" -	Toilet seat height and toilet centerline are not compliant but usable. Relocate grab bars to 25"- 27" above the floor. Replace the toilet paper dispenser as it does not allow continuous paper flow.	1	1059	\$1059
Access to Goods and Services												
48	Third Grade Classroom	2	201	Interior Access Route	N/A		Obstructed by protruding objects	-	Remove paper chains, or ensure they are 80" from the finished floor min.	1	Labor	\$0
Access to Goods and Services												
49	Third Grade Classroom	2	202	Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Secure the mat.	1	Labor	\$0
Access to Goods and Services												
50	Third Grade Classrooms	2	202 203	Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Secure the mats.	2	Labor	\$0




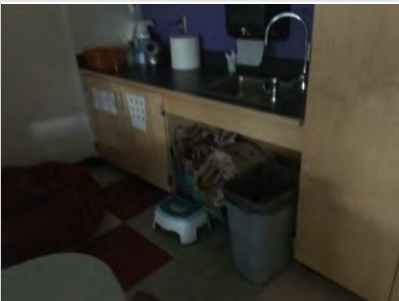


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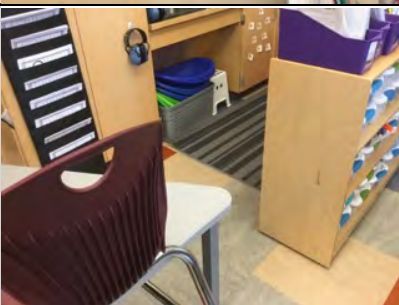
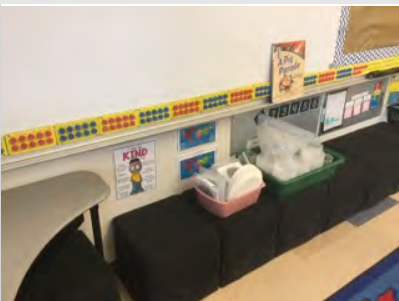
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
51	Third Grade Classroom	2	203	Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Secure the mat.	1	Labor	\$0
52	Third Grade Classroom	2	203	Interior Access Route	N/A		Route < 36" wide	-	Reconfigure furniture to ensure that 36" min. is maintained at the accessible route.	1	Labor	\$0
Access to Goods and Services												
53	Third Grade Classrooms	2	203 202	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided	27" wide	Provide at least one (1) accessible desk with 24" min. knee clearance and 30" min. clear width.	2	350	\$700
Access to Goods and Services												
54	Second Grade Classroom	2	207	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided	-	Provide at least one (1) accessible desk with 24" min. knee clearance and 30" min. clear width.	1	350	\$350




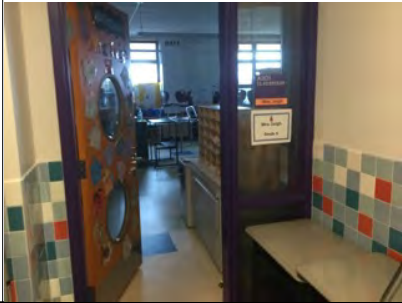

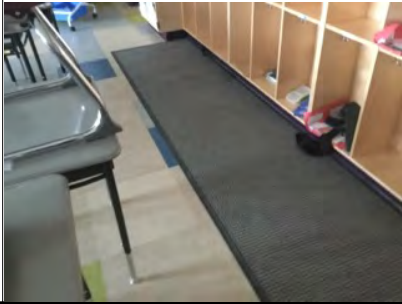
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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
55	Second Grade Classrooms	2	207 210	Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Secure the mats.	2	Labor	\$0
Access to Goods and Services												
56	Second Grade Classroom	2	210	Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Secure the mat.	1	Labor	\$0
57	Second Grade Classroom	2	210	Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Secure the mat.	1	Labor	\$0
Additional Access												
58	Second Grade Classroom	2	210	Sinks for Children's Use	Classroom		Knee or toe clearance not provided		Remove trash bin from under the sink.	1	Labor	\$0

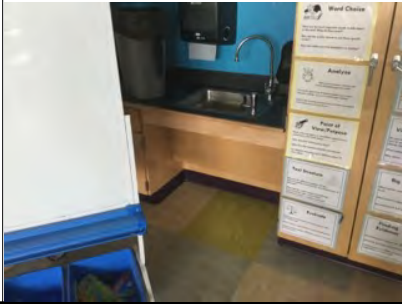

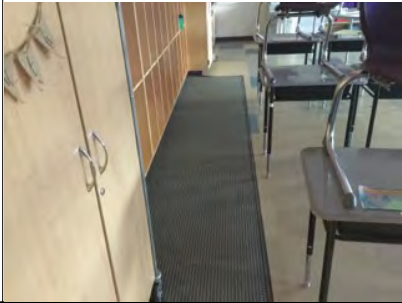


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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
59	Second Grade Classroom	2	211	Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Secure the mat.	1	Labor	\$0
60	Second Grade Classroom	2	211	Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Secure the mat.	1	Labor	\$0
61	Second Grade Classroom	2	211	Operable Parts	Equipment		Clear floor space is not provided	-	Provide a 30" min. by 48" min. clear floor space at the iPad cabinet and books.	1	Labor	\$0
62	Second Grade Classroom	2	211	Interior Access Route	N/A		Route < 36" wide	20"	Reconfigure furniture to ensure that 36" min. is maintained at the accessible route.	1	Labor	\$0
Access to Goods and Services												
63	Classrooms	2	211 204	Operable Parts	Whiteboard		Clear floor space is not provided	-	Ensure white boards are located on an accessible route and have a 30" min. by 48" min. clear floor space.	2	Labor	\$0

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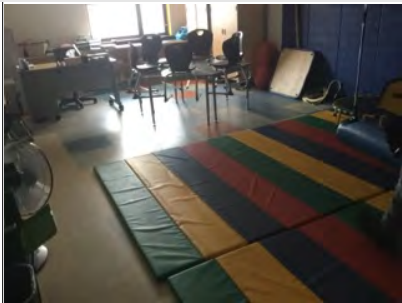
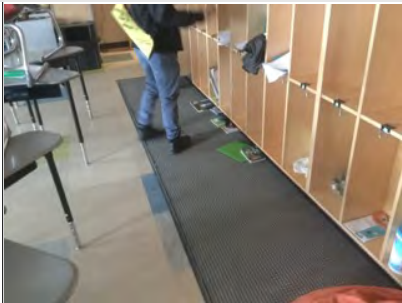

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Toilet & Bathing Rooms												
64	Single-User Toilet Rooms	2	T23 T24	Single-User Toilet	N/A		Toilet paper dispenser is not compliant	-	Replace toilet paper dispensers as they do not allow continuous paper flow.	2	353	\$706
Access to Goods and Services												
65	Classroom	3	301	Signage	Designation		Clear floor space not provided	-	Ensure that 18" min. wide by 18" deep clear floor space is provided in front of the tactile sign.	1	Labor	\$0
Access to Goods and Services												
66	Fifth Grade Classroom	3	301	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided	18" wide	Provide at least one (1) accessible desk with 24" min. knee clearance and 30" min. clear width.	1	350	\$350
67	Fifth Grade Classroom	3	301	Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Secure the mat.	1	Labor	\$0

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Additional Access</b>												
68	Fifth Grade Classroom	3	301	Sink	Classroom		Clear floor space not provided at sink	-	Relocate the whiteboard to provide 30" wide by 48" min. clear floor space at the sink.	1	Labor	\$0
<b>Access to Goods and Services</b>												
69	Fifth Grade Classroom	3	302	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided	20" wide	Provide at least one (1) accessible desk with 24" min. knee clearance and 30" min. clear width.	1	350	\$350
70	Fifth Grade Classroom	3	302	Interior Access Route	N/A		Route < 36" wide Surface not stable, firm, and slip-resistant	24" -	Reconfigure furniture to ensure that 36" min. is maintained at the accessible route.  Secure the mat.	1	Labor	\$0
71	Fifth Grade Classroom	3	302	Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Secure the mat.	1	Labor	\$0
72	Fifth Grade Classroom	3	302	Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Secure the mat.	1	Labor	\$0







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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
73	Art Room	3	303	Operable Parts	Whiteboard		Clear floor space is not provided	-	Ensure white boards are located on an accessible route and have a 30" min. by 48" min. clear floor space.	1	Labor	\$0
Access to Goods and Services												
74	OT/ PT Classroom	3	306	Interior Access Route	N/A		Route < 36" wide	-	Ensure that a clear width of 36" min. is maintained at the accessible route. Arrange the mats to allow for 36" clear.	1	Labor	\$0
Access to Goods and Services												
75	Fourth Grade Classroom	3	311	Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Secure the mat.	1	Labor	\$0
Access to Goods and Services												
76	Classroom	3	312	Dining or Work Surfaces	Work Surface		At least one or 5% accessible tables not provided	27" wide	Provide at least one (1) accessible desk with 24" min. knee clearance and 30" min. clear width.	1	350	\$350







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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
77	Fourth Grade Classroom	3	312	Interior Access Route	N/A		Route < 36" wide	22"	Reconfigure furniture to ensure that 36" min. is maintained at the accessible route.	1	Labor	\$0
Access to Goods and Services												
78	Small Group Room	3	314	Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Secure the mat.	1	Labor	\$0
Toilet Rooms for Children												
79	Boys' Toilet Room	3	T31	Toilet Compartment	Accessible Compartment		Door with malfunctioning self-closing hinge Toilet seat < 15" or > 17" high (Ages 9 - 12) Side or rear grab bar < 25" or > 27" high (Ages 9 - 12) Centerline < 15" or > 18" (Ages 9 - 12) Non-compliant toilet paper dispenser	- 18" 34" 19" -	Repair self-closing hinge. Toilet seat height and toilet centerline are not compliant but usable. Relocate grab bars to 25"- 27" above the floor. Replace the toilet paper dispenser as it does not allow continuous paper flow.	1	Labor 1059	\$1059
Toilet Rooms for Children												
80	Girls' Toilet Room	3	T32	Toilet Compartment	Accessible Compartment		Toilet seat < 15" or > 17" high (Ages 9 - 12) Side or rear grab bar < 25" or > 27" high (Ages 9 - 12) Centerline < 15" or > 18" (Ages 9 - 12) Non-compliant toilet paper dispenser	18" 34" 19" -	Toilet seat height and toilet centerline are not compliant but usable. Relocate grab bars to 25"- 27" above the floor. Replace the toilet paper dispenser as it does not allow continuous paper flow.	1	1059	\$1059


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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Toilet & Bathing Rooms												
81	Single-User Toilet Rooms	3	T33 T34	Single-User Toilet	N/A		Toilet paper dispenser is not compliant	-	Replace toilet paper dispensers as they do not allow continuous paper flow.	2	353	\$706
Access to Goods and Services												
82	Community Garden	Ext.		Doors, Doorways, & Gates	Outdoor Gate		Hardware not operable with a closed fist 10" solid surface not provided	- -	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist. Swinging door and gate surfaces within 10 inches of the finish floor or ground measured vertically shall have a smooth surface on the push side extending the full width of the door or gate.	1	400	\$400
Approach and Entrance												
83	Intersection of University Road and Everett Road	Ext.		Curb Ramp	Perpendicular		Surface not stable, firm and slip-resistant	-	Replace the deteriorated detectable warning on the curb ramp.	1	180	\$180
Access to Goods and Services												
84	Northwest Side of School	Ext.		Operable Parts	Trash/Recycling		Clear floor space is not provided	-	Relocate donation bin to an accessible route that has a 30" min. by 48" min. clear floor space.	1	Labor	\$0

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
85	Picnic Area on Northwest Side of School	Ext.		Picnic Tables	N/A		At least 5% accessible spaces not provided Toe or knee clearance at tables not provided Picnic table not on an accessible route	- - -	Provide at least 1 dining surface (or ensure that 5% of dining surfaces) have toe and knee clearance. Ensure that the dining surface is connected to an accessible route. (Cost estimate for a dining table and 4' wide 20' long concrete route to it.)	1	2627	\$2627
Best Practice												
86	Picnic Area on Northwest Side of School	Ext.					Best Practice		Best Practice: Consider providing a 48" wide route around the accessible picnic table.	1	--	\$0
Play and Sport Areas												
87	Play Area 1	Ext.		Play Areas	N/A		No compliant transfer system	-	Alteration might be technically infeasible.	1	--	\$0
Access to Goods and Services												
88	Play Areas 1 and 2	Ext.		Doors, Doorways, & Gates	N/A		10" solid surface not provided		Swinging door and gate surfaces within 10 inches of the finish floor or ground measured vertically shall have a smooth surface on the push side extending the full width of the door or gate.	2	158	\$316

Town of Arlington  
Thompson Elementary School

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
89	Southeast Parking Lot	Ext.		Off-Street Parking Lot or Garage	Visitor		Sign not provided	-	Provide a sign with the bottom of the sign 60" min. above the ground and the top 96" max. above the ground.	1	250	\$250

# Recreation Department

Prepared by the



Institute for Human Centered Design



# Reservoir Beach Bath House



## Town of Arlington ADA Transition Plan

November 2019



Institute for Human Centered Design

200 Portland Street, Boston, MA 02114  
www.IHCDesign.org • info@IHCDesign.org  
617-695-1225 voice/tty

### Background

The Bath House at the Arlington Reservoir Beach is a publicly operated comfort station used by patrons of the Arlington Reservoir Beach. The building is a single story located east of the Arlington Reservoir. The Bath House (and the Reservoir Beach) costs \$5 per day to use during seasonal hours. Additional amenities for the Bath House include two (2) outdoor showers, a concession counter, as well as changing facilities inside the men’s and women’s toilet rooms. Parking for the building is provided in an unpaved parking area to the south of the beach. The bath house itself is not connected to the parking area by a dedicated route, and is surrounded by sand. There is an additional route to the Bath House from Lowell Street at the northern end of the reservoir.

### Key Accessibility Issues

#### Exterior Access Routes

The major accessibility issue at this site is the lack of an accessible route from the parking lot to the Reservoir Beach Bath House and from the Bath House to the normal recreation water level. Other issues include an excessive cross-slope at the concrete area in front of the Reservoir Beach concession area (that also serves as the accessible route between toilet rooms), as well as changes in level in many areas.

#### Parking Area

There is a lack of accessible parking spaces. Based on the projected capacity provided by a staff member, the unpaved lot holds approximately 50 cars. As such, it requires two (2) accessible spaces, one (1) of which must be van-accessible.

#### Toilet Rooms

Accessibility issues include lavatories that have exposed plumbing, mirrors located higher than 40” above the finished floor, and lavatories located higher than 34” above the finished floor. The accessible compartments in the men’s and women’s toilet rooms both have broken door closers, grab bars located at non-compliant heights, coat hooks located higher than 48 inches, and toilet paper dispensers installed above the grab bars.

Additionally, the men’s toilet room has a urinal that is installed higher than 17 inches above the finished floor. The women’s toilet room lacks an accessible changing compartment with a compliant bench and 60” turning diameter.

#### Service Counter

No accessible service counter is provided.

#### Additional Accessibility Issues

- The gate has latches that are not operable with a closed fist and lacks a smooth surface on the push side.
- The exterior showers outside each toilet room have curbs.
- Clear floor space is not provided for the changing table in the men’s toilet room.

### Order of Magnitude Cost Estimates



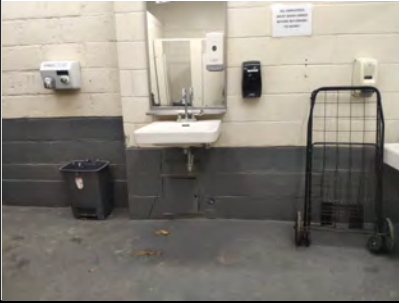


- Renovate exterior routes to be accessible: \$6,026
- Install a beach mat for access to the beach: \$8,500
- Provide compliant parking spaces: \$800
- Toilet room renovations (including a compliant changing compartment): \$9,010
- Remove curbs at two (2) outdoor showers: \$806
- Miscellaneous corrective actions (signage, gate, service counter , etc.): \$1,332

**Total: \$26,474**

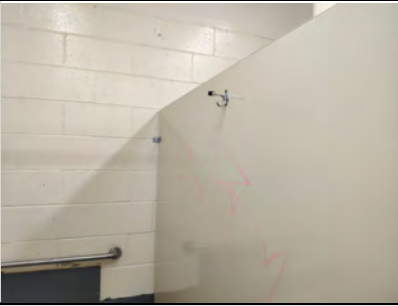
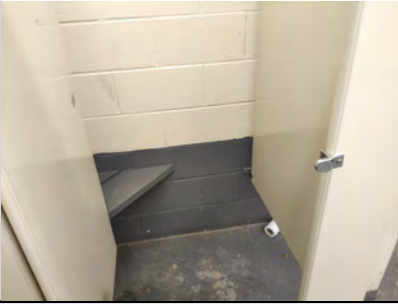
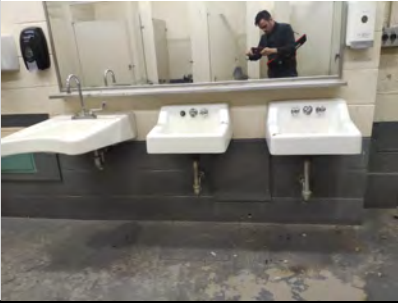
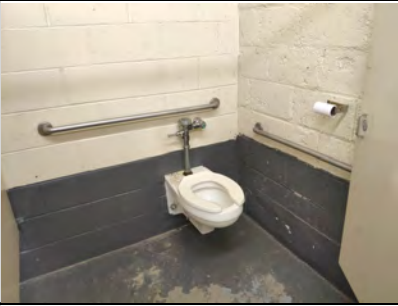
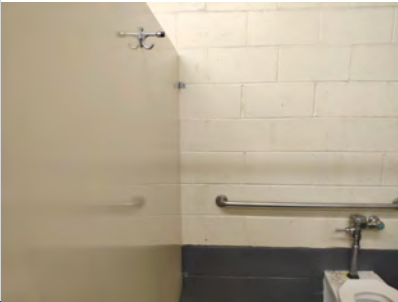
### Best Practice and Inclusive Design

- Consider providing handrails along the sloped access route in the northern side of the park in order to improve access.
- Consider providing a family-friendly single-user toilet room.

Town of Arlington  
Arlington Reservoir Bath House





ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
1	Men's and Women's Toilet Rooms	1		Signage	Designation		Raised characters not provided Braille not provided Sign not located on the latch side of the door International Symbol of Acc. not compliant	- - - -	Provide text with raised characters duplicated in braille, and the International Symbol of Accessibility.  Locate sign at permanent rooms alongside the door on the latch side.	2	116	\$232
Access to Goods and Services												
2	Men's Toilet Room	1		Operable Parts	Changing Table		Clear floor space is not provided	-	Relocate bench to provide a 30" min. by 48" min. clear floor space at the changing table.  (Cost estimate based on relocating bolted-on bench.)	1	156	\$156
Toilet & Bathing Rooms												
3	Men's Toilet Room	1		Lavatory	N/A		Lavatory rim or counter > 34" high Plumbing underneath is exposed	36.5" -	Provide at least one lavatory with the rim no higher than 34". Insulate or otherwise configure pipes to prevent contact at lavatory.	1	1597	\$1597
4	Men's Toilet Room	1		Urinal	N/A		Rim > 17" high	17.5"	Provide at least one urinal with the rim no higher than 17" above the finished floor.  Best Practice: Provide a urinal with a rim no higher than 15" above finished floor so that it can be accessible to children.	1	1624	\$1624
5	Men's Toilet Room	1		Toilet Compartment	Accessible Compartment		Door has malfunctioning self-closing hinge Side or rear grab bar < 33" or >36" high Non-compliant toilet paper dispenser Centerline < or > 18" (MAAB)	- 30" - 19"	Repair hinge. Relocate side grab bar between 33"- 36" above the finished floor. Relocate toilet paper so that it is located under the grab bar. Relocate toilet so the centerline is 18" from the side wall.	1	1895	\$1895

Town of Arlington  
Arlington Reservoir Bath House






ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
6	Men's Toilet Room	1		Toilet Compartment	Accessible Compartment		Coat hook > 48"	68"	Lower coat hook so that it is no higher than 48".	1	75	\$75
Access to Goods and Services												
7	Women's Toilet Room	1		Locker Room	Women's		Turning space not provided	-	Provide a compliant changing room with adequate turning space.  (Cost estimate based on the installation of a new changing room with 60" x 60" turning space and a compliant bench that allows transfer.)	1	2933	\$2933
Toilet & Bathing Rooms												
8	Women's Toilet Room	1		Lavatory	N/A		Plumbing underneath is exposed Mirror above lavatory w/reflective surface > 40"	- 43"	Insulate or otherwise configure pipes to prevent contact, for at least one lavatory. Lower mirror so that the bottom surface is at 40" max. above finished floor.	1	174	\$174
9	Women's Toilet Room	1		Toilet Compartment	Accessible Compartment		Door has malfunctioning self-closing hinge Side or rear grab bar < 33" or >36" high Non-compliant toilet paper dispenser	- 30" -	Repair hinge. Relocate side grab bar between 33"- 36" above the finished floor. Relocate toilet paper so that it is located under the grab bar.	1	481	\$481
10	Women's Toilet Room	1		Toilet Compartment	Accessible Compartment		Coat hook > 48"	69"	Lower coat hook so that it is no higher than 48".	1	75	\$75



Town of Arlington  
Arlington Reservoir Bath House



ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
11	Concession Counter	Ext.		Service Counter	N/A		Counter > 36" high	43"	Provide a counter that is 36" max. above the ground or finished floor.	1	440	\$440
Approach and Entrance												
12	Entrance Gate Near Parking	Ext.		Entrance	Gate		Entrance not on an accessible route	-	Stabilize or pave area in front of the entrance gate in order to provide an accessible route at this entrance, and accessible level surface at the entrance signs and trash container. (Cost estimate for 6' x 10' concrete area.)	1	260	\$260
Access to Goods and Services												
13	Entrance Gate Near Parking	Ext.		Doors, Doorways, & Gates	N/A		Hardware not operable with a closed fist 10" solid surface not provided	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist. Swinging door and gate surfaces within 10 inches of the finished floor or ground measured vertically shall have a smooth surface on the push side extending the full width of the door or gate.	1	400	\$400
Toilet & Bathing Rooms												
14	Outdoor Showers	Ext.		Shower Compartment	Other		Roll-in type shower has a curb (MAAB)	-	Remove the curb at one exterior shower for men and one for women.	2	403	\$806

Town of Arlington  
Arlington Reservoir Bath House

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
15	Parking Area	Ext.		Off-Street Parking Lot or Garage	Visitor		Total # of parking Total # of designated accessible parking spaces	~50 0	Provide at least two (2) accessible spaces. Ensure at least one (1) space is van accessible.  (Cost estimate based on the installation of two accessible spaces with compliant dimensions and signage.)	2	400	\$800
Approach and Entrance												
16	Route Between Toilet Rooms	Ext.		Exterior Access Route	Exterior		Cross slope > 1:50 (2.00%)	5%	Reduce cross slope to be no steeper than 1:50 (2.00%).  (Cost estimate based on the regrading of 50 ft. of concrete.)	1	750	\$750
Approach and Entrance												
17	Route From Bath House to Beach	Ext.		Exterior Access Route	Exterior		Accessible route not provided	-	Ensure a 72" wide stable and firm route is provided to the beach. Beach access routes must connect to the normal recreation water level at reservoir beaches. (Cost estimate based on the installation of a 170 linear foot beach mat.)	1	8500	\$8500
Approach and Entrance												
18	Route to Bath House From Parking	Ext.		Exterior Access Route	Exterior		Accessible route not provided	-	Ensure an accessible route is provided from the parking lot.  (Cost estimate based on the installation of 390 linear ft. of asphalt connecting the parking area and the bath house.)	1	5070	\$5070
19	Route to Bath House From Parking	Ext.		Exterior Access Route	Exterior		Level changes > 1/4"	2.25"	Alter change in level to be 1/4" high max.	1	103	\$103



Town of Arlington  
Arlington Reservoir Bath House

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
20	Route to Northern Entrance Along Lowell Street	Ext.		Exterior Access Route	Walkway		Level changes > 1/4"	.75"	Alter change in level to be 1/4" high max.	1	103	\$103
Best Practice												
21	Route to Northern Entrance Along Lowell Street	Ext.							Best Practice: Consider adding railings along this pathway in order to increase access on sloped walkways.	1	0	\$0

# Community Safety Buildings

Prepared by the



Institute for Human Centered Design

# Central Fire Station



## Town of Arlington ADA Transition Plan

November 2019



Institute for Human Centered Design

200 Portland Street, Boston, MA 02114  
www.IHCDesign.org • info@IHCDesign.org  
617-695-1225 voice/tty

### Central Fire Station

Year Built: 1926      Year Renovated: 2015

#### Background

The Central Fire Station is the fire department headquarters for Arlington and is located at 411 Massachusetts Avenue. The building is two (2) stories, and the levels are connected via stairs and an elevator. Since recent renovations in 2015, the Fire Administration (Fire Chief’s Office), as well as the Operations Division are located within the building. Toilet rooms with minor compliance issues are provided on each floor. Additional amenities include a conference room on the second story, and statuettes and other exhibits interspersed between the levels. Parking for the fire station is provided by a compliant lot.

#### Key Accessibility Issues

##### Main Entrance

The building’s main entrance is lacking an International Symbol of Accessibility denoting it as the designated accessible entrance. The walk-off mat is not secured. In addition, there is no tactile egress signage at the door and a lack of maneuvering clearance on the latch push side of the door.

##### Headroom Clearance

There is less than 80 inches of headroom clearance at the stairs.

##### Assistive Listening System

The conference room lacks an assistive listening system. If audible communication is integral to the use of the space, an assistive listening system is required.

##### Doors

Maneuvering clearance is not provided at two interior doors.

### Order of Magnitude Cost Estimates


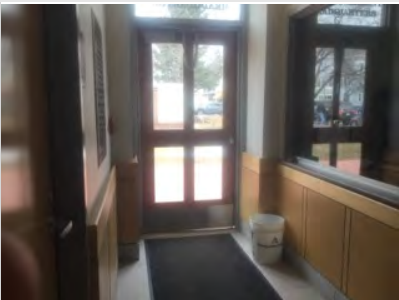

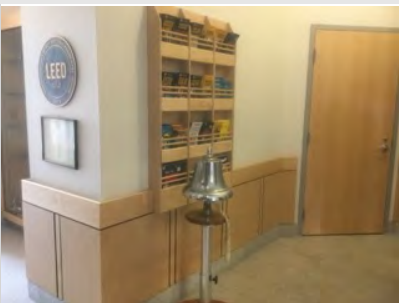
- Renovate the main entrance (including providing an automatic door opener and compliant signage): \$ 1,812
- Provide an automatic door opener at the conference room: \$1,530
- Provide an assistive listening system in the conference room: \$1,214
- Miscellaneous corrective actions (including protruding objects, lowering mirrors, etc.): \$744

**Total: \$ 5,300**

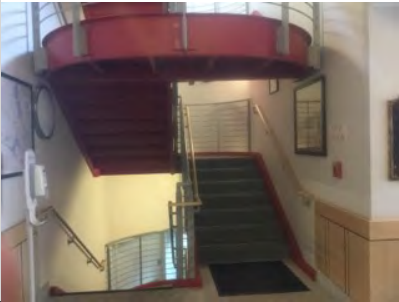

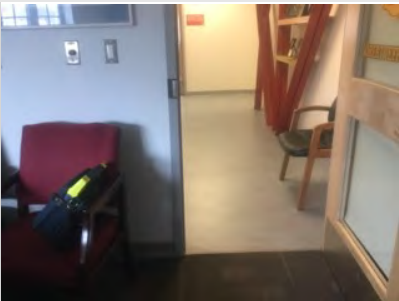
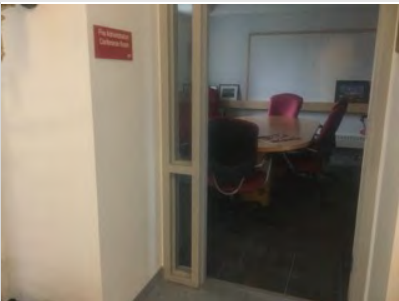
### Best Practice and Inclusive Design

In the conference room, consider providing an adjustable height ADA accessible podium with room for knee and toe clearance.  
(Cost estimate: \$3,000)

Town of Arlington  
Central Fire Station




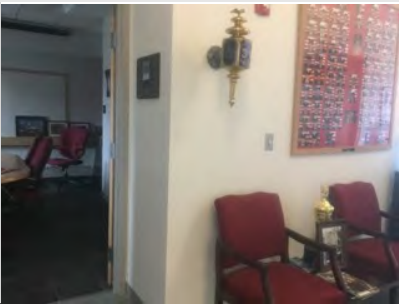
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
1	Main Entrance	1		Emergency Exit	N/A		International Symbol of Acc. not provided Maneuvering clearance(s) not provided Mat not securely attached	- - -	Provide the International Symbol of Accessibility viewable from outside the door at the entrance. Provide an automatic door opener. Secure the walk-off mat.	1	1696 Labor	\$1696
Access to Goods and Services												
2	Main Entrance	1		Means of Egress	N/A		Tactile exit sign not provided	-	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above finish floor located on the latch side of the door.	1	116	\$116
Access to Goods and Services												
3	Near Elevator	1		Interior Access Route	N/A		Obstructed by protruding objects	42.25"	Rotate the statue 180 degrees so the the protruding section is facing the red post and wall.	1	Labor	\$0
Access to Goods and Services												
4	Pamphlet Display	1		Operable Parts	Other		Reach < 15" or > 48"(forward/side approach)	72.5"	Relocate forms to be between 15"- 48" above finish floor.	1	Labor	\$0

Town of Arlington  
Central Fire Station


ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
5	Stairway	1		Interior Access Route	N/A		Minimum vertical clearance not provided	77"	Providing the 80" high minimum head clearance may be technically infeasible. Consider adding signage that says, "Low Headroom" or, "Low Ceiling".	1	116	\$116
Toilet & Bathing Rooms												
6	Toilet Room	1		Lavatory	N/A		Mirror above lavatory w/reflective surface > 40"	43"	Lower mirror so that the bottom surface is at 40" max. above finish floor.	1	128	\$128
Access to Goods and Services												
7	Chief's Office	2		Doors, Doorways, & Gates	Office		Maneuvering clearance(s) not provided	11.75"	Move the chair, as it is an obstruction to the door maneuvering clearance. Ensure it is 18" min. away from the latch side of the door.	1	Labor	\$0
Access to Goods and Services												
8	Conference Room	2		Doors, Doorways, & Gates	Meeting Room		Maneuvering clearance(s) not provided	10.75"	Provide an automatic door opener.	1	1530	\$1530



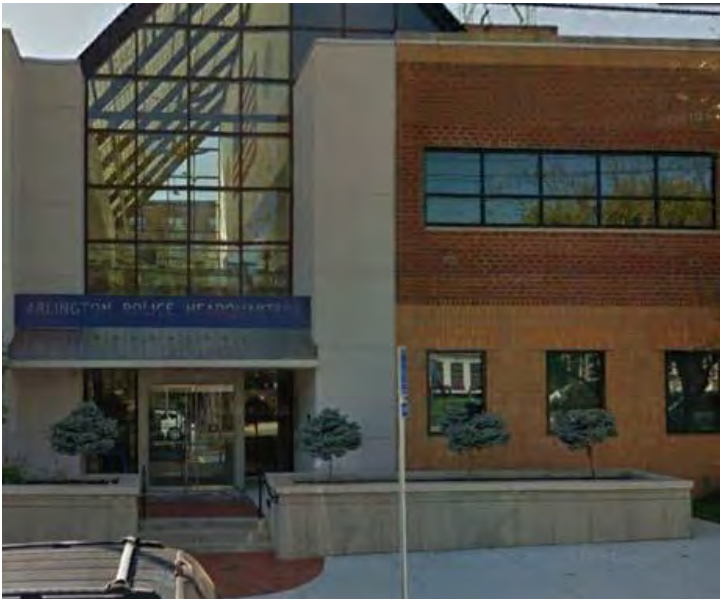
Town of Arlington  
Central Fire Station

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
9	Conference Room	2		Assembly Area	N/A		Assistive listening devices not provided	-	If audible communication is integral to the use of the space, provide an assistive listening system.	1	1214	\$1214
Best Practice												
10	Conference Room	2						-	Best Practice: In the conference room, consider providing an adjustable height ADA accessible podium with room for knee and toe clearance. (Cost estimate: \$3,000)	1		\$0
Access to Goods and Services												
11	Outside Conference Room	2		Interior Access Route	N/A		Obstructed by protruding objects	5"	Relocate the TV or position it so that it protrudes no more than 4" into the circulation path.	1	Labor	\$0
Best Practice												
12	Outside Conference Room	2							The wall sconce would act as a protruding object if the chair were not there. Ensure a cane detectable object is always underneath the sconce.	1		\$0

Town of Arlington  
Central Fire Station

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Toilet & Bathing Rooms												
13	Second Floor Toilet Room	2		Lavatory	N/A		Mirror above lavatory w/reflective surface > 40"	42.7"	Lower mirror so that the bottom surface is at 40" max. above finish floor.	1	128	\$128

# Community Safety Building



## Town of Arlington ADA Transition Plan

November 2019



Institute for Human Centered Design

200 Portland Street, Boston, MA 02114  
www.IHCDesign.org • info@IHCDesign.org  
617-695-1225 voice/tty

### Community Safety Building

Year Built: 1983

#### Background

The Community Safety Building, now known as the Arlington Police Headquarters, is a two (2) story building located at 112 Mystic Street. The levels are connected via stairs and an elevator.

The building has an entrance facing the street that is largely accessible and one inaccessible stepped entrance located behind the building servicing a shared pavilion. The first floor has the sergeant’s counter, processing and interrogation for detainees and holding cells. The second floor has the department of records, conference room, toilet rooms and historical police memorabilia. The long-term penitentiary was not reviewed due to lack of security clearance.

#### Key Accessibility Issues

##### Doors

The automatic door to the community room was not functioning on the day of survey.

##### Service Counters

At the administration counter and records desk counter, there is no accessible counter provided at 36 inches maximum above finish floor.

##### Detention Facilities

The current holding cell lacks clear floor space at the lavatory, lacks clear floor space for transfer onto the bench and lacks grab bars. In addition, the toilet and shower room for new detainees lacks grab bars at the shower and toilet, lacks adequate clearance at the toilet and lacks a lavatory with toe and knee clearance. Ligature-resistant grab bars should be provided.

##### Additional Accessible Issues

- Tactile egress signage is not provided at exit doors.
- Toilet room lavatories lack 27” clear of knee clearance.

#### Order of Magnitude Cost Estimates

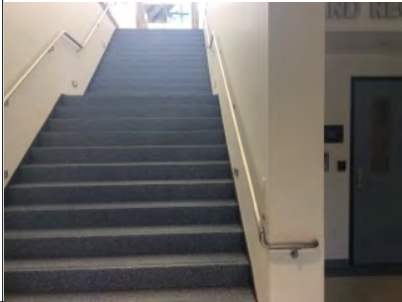
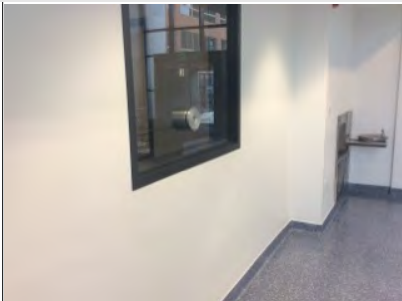
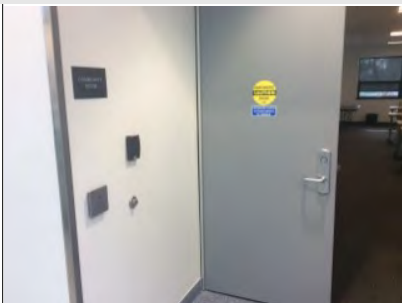

- Provide an accessible holding cell with a compliant bench, toilet and lavatory: \$6,123
- Renovate toilet rooms including the detainee shower and toilet room: \$14,277
- Renovate the drinking fountain: \$1,014
- Miscellaneous corrective actions (including renovating service counters, signage and stair handrails, etc.): \$1,427
- Provide an automatic door opener at the main entrance and the rear entrance as people who cannot use their arms may need to get in the building during an emergency or for meetings. Provide a door bell as a backup for times when the automatic door opener is out of service.\* (Priority of the Disability Commission): \$3,660

**Total:   \$26,501**



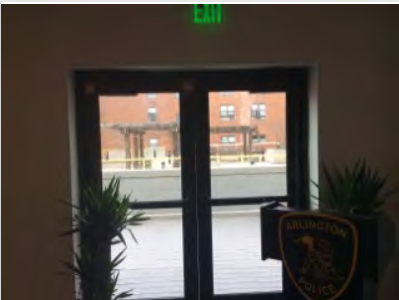
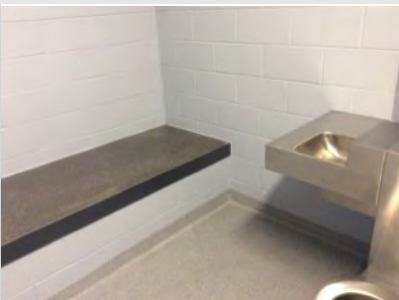
#### Best Practice and Inclusive Design

- In the Community Room, Best Practice: Consider providing an adjustable height ADA accessible podium with room for knee and toe clearance. (Cost estimate: \$3,000)
- At the exhibit, consider providing exhibit signage closer to eye level.
- Although the stairs to the pavilion are not accessible and not covered by the ADA, consider keeping the area clear of snow and installing continuous handrails.

Town of Arlington  
Community Safety Building

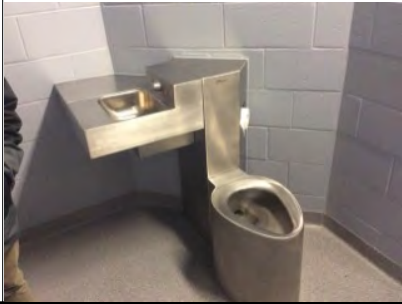



ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
1	Stairs To Level 2	1	-	Stairways	Interior		Handrails do not extend 12" from stairs	-	Bottom: Ensure handrails extend to one tread depth beyond the last riser.	2	71	\$142
Access to Goods and Services												
2	Administration Counter	2	-	Service Counter	N/A		Counter > 36" high	44"	Provide a counter that is 36" max. above the ground or finish floor.	1	440	\$440
Access to Goods and Services												
3	Community Room	2	-	Doors, Doorways, & Gates	Assembly Space		Automatic door opener not operable	-	Repair or replace the door opener.	1	Labor	\$0
Universal Design												
4	Community Room	2	-					-	Best Practice: Consider providing an adjustable height podium with room for knee and toe clearance.	1		\$0

**Town of Arlington  
Community Safety Building**


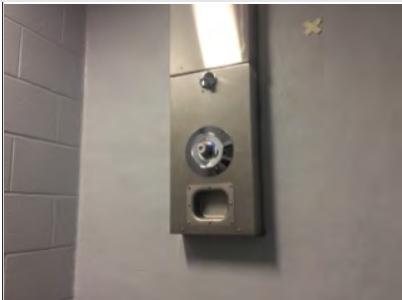
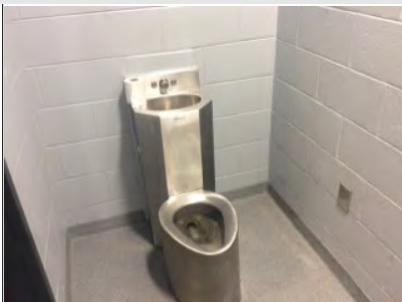

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Additional Access</b>												
5	Drinking Fountains Near Community Room	2	-	Drinking Fountains	N/A		Clear floor space not provided	-	Provide a 30" by 48" clear floor space positioned for a forward approach at the low drinking fountain. Reverse the drinking fountain and the water bottle filling station.	1	1014	\$1014
<b>Access to Goods and Services</b>												
6	Emergency Exit To Pavillion	2	-	Means of Egress	N/A		Tactile exit sign not provided	-	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above finish floor located on the latch side of the door.	1	116	\$116
<b>Access to Goods and Services</b>												
7	Exit In Community Room	2	-	Means of Egress	N/A		Tactile exit sign not provided	-	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above finish floor located on the latch side of the door.	1	116	\$116
<b>Access to Goods and Services</b>												
8	Holding Cell	2	-	Detention Facilities	Other		Mobility cell bench is not accessible		Ensure that a bench that is 42" long min. and between 20"- 24" deep is provided. Ensure that a 30" by 48" clear floor space positioned at the end of the bench is provided.	1	220	\$220







Town of Arlington  
Community Safety Building

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
9	Holding Cell Toilet	2	-	Detention Facilities	Other		Mobility cell lacks access to accessible toilet/lavatory	-	Provide a 42"- long ligature resistant grab bar at the rear of the toilet and one on the side wall.	2	449	\$898
10	Holding Cell Toilet	2	-	Detention Facilities	Other		Mobility cell lacks access to accessible toilet/lavatory	30" deep	Ensure an accessible toilet and lavatory is provided. Provide at least one lavatory with a 30" min. by 48" min. clear floor space positioned for a forward approach.	1	5005	\$5005
Toilet & Bathing Rooms												
11	Men's Toilet Room	2	-	Lavatory	N/A		Toe or knee clearances not provided	26.5"	Provide at least one lavatory with knee and toe clearance positioned for a forward approach.	1	843	\$843
Universal Design												
12	Police Uniform Exhibit	2	-					10"	Consider providing exhibit signage closer to eye level. See the Smithsonian Guidelines for more information: <a href="https://www.si.edu/Accessibility/SGAED">https://www.si.edu/Accessibility/SGAED</a> .	1		\$0

**Town of Arlington  
Community Safety Building**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
<b>Access to Goods and Services</b>												
13	Records Desk	2	-	Service Counter	N/A		Counter > 36" high	40"	Provide a counter that is 36" max. above the ground or finish floor.	1	440	\$440
<b>Toilet &amp; Bathing Rooms</b>												
14	Shower In Toilet Room for New Detainees	2	-	Shower Compartment	Alternate		Control height < 38" or > 48"	70"	Relocate controls at 48" max. above the finish floor.	1	289	\$289
<b>Toilet &amp; Bathing Rooms</b>												
15	Toilet Room for New Detainees	2	-	Overall Access	Toilet Room		Accessible plumbing fixtures or stalls not provided	50"	Add an accessible single-user toilet room with ligature resistant grab bars and an accessible lavatory.	1	12302	\$12302
<b>Toilet &amp; Bathing Rooms</b>												
16	Women's Toilet Room	2	-	Lavatory	N/A		Toe or knee clearances not provided	26.5"	Provide at least one lavatory with knee and toe clearance positioned for a forward approach.	1	843	\$843

Town of Arlington  
Community Safety Building

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Universal Design												
17	Main Entrance and Rear Entrance	Ext.	-						Provide an automatic door opener at the main entrance and the rear entrance as people who cannot use their arms may need to get in the building during an emergency or for meetings. Provide a door bell as a back up for times when the automatic door opener is out of service. * (Priority of the Disability Commission)	2	1830	\$3660
Approach and Entrance												
18	Rear Entrance	Ext.	-	Entrance	Secondary Entrance		Entrance not on an accessible route Directional sign to accessible entrance not provided	-	Provide a directional sign indicating the location of the nearest accessible entrance. As best practice, locate it at the point where the route becomes inaccessible.	1	173	\$173
Best Practice												
19	Rear Entrance	Ext.	-					-	Best Practice: Consider providing handrails on both sides of the stairs. (Cost estimate for pipe rails mounted in concrete: \$920)	1		\$0
Universal Design												
20	Stairs To Pavillion	Ext.	-					-	Best Practice: Although this is not an accessible route, consider keeping it clear of snow and installing continuous handrails at the lowest stair run. (Cost estimate for pipe rails mounted in concrete: \$460)	1		\$0

# Highland Fire Station



## Town of Arlington ADA Transition Plan

November 2019



Institute for Human Centered Design

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# Highland Fire Station

Year Built: 1929                      Year Renovated: 2011

## Background

The Highland Fire Station is located at 1005 Massachusetts Avenue. The building has public access on the ground floor only. Amenities in this area are limited, and include a service counter and public toilet room. The facility has a parking lot in the rear of the building.

## Key Accessibility Issues

### Parking Lot

The parking lot lacks a van-accessible parking space.

### Doors

The exit door and the door to the single-user toilet room lack maneuvering clearance.

### Operable Parts

There is no clear floor space provided at the call box by the entrance due to a bench that is placed in front of it.

### Toilet Room

The mirror above the lavatory is located higher than 40 inches above the finished floor and the grab bars at the toilet are located lower than 33 inches above the finished floor.

## Order of Magnitude Cost Estimates

- Provide a van-accessible parking space: \$925
- Provide an automatic door opener at the entrance and toilet room: \$3,060
- Renovate the single-user toilet room: \$834
- Miscellaneous corrective actions (including signage, relocating materials, etc.): \$476


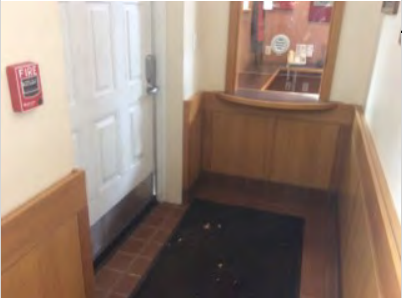
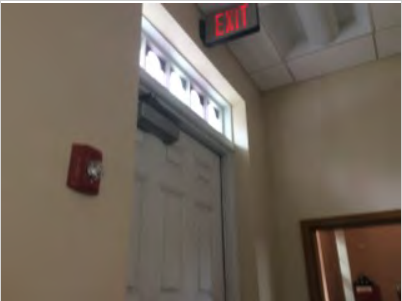
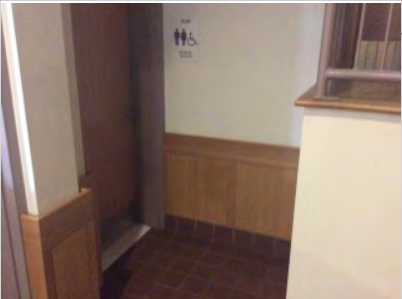
**Total: \$ 5,295**

## Best Practice & Inclusive Design

- Relocate the bench by the main entrance to ensure it has a 36" x 48" clear floor space alongside it so that a wheelchair user can sit alongside a person sitting in the bench.
- In addition to the renovating the parking lot to provide one van-accessible parking space, consider locating an accessible on-street parking space near the facility with a compliant curb ramp and clear and level space along the sidewalk.



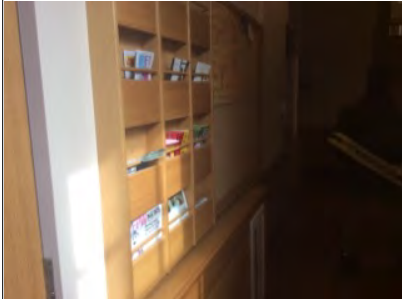



Town of Arlington  
Highland Fire Station



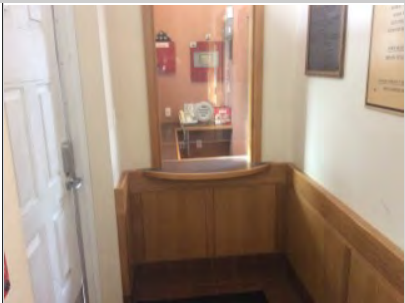
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
Off-Street Parking Lot or Garage												
1	Parking Lot	Ext.		Off-Street Parking Lot or Garage	Visitor		Total # of parking Total # of designated accessible parking spaces Total # of designated van accessible spaces	8 0 0	Provide one van accessible spot with a sign designated "Van Accessible". (Cost estimate for sign, striping and leveling of one van-accessible parking space.) In addition, as best practice, consider locating an accessible on-street parking space near the facility with a compliant curb ramp and clear and level space along the sidewalk.	1	925	\$925
Emergency Exit												
2	Call Counter	1		Emergency Exit	N/A		Maneuvering clearance(s) not provided	44"	Provide an automatic door opener.	1	1530	\$1530
Access to Goods and Services												
Means of Egress												
3	Main Entrance/ Emergency Exit	1		Means of Egress	N/A		Tactile exit sign not provided	-	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above finish floor located on the latch side of the door.	1	116	\$116
Doors, Doorways, & Gates												
4	Route To Toilet Room	1		Doors, Doorways, & Gates	Toilet Room		Maneuvering clearance(s) not provided	-	Provide an automatic door opener.	1	1530	\$1530



Town of Arlington  
Highland Fire Station

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Signage												
5	Apparatus Room Doors	1	107	Signage	Designation		Raised characters not provided Braille not provided	-	Provide text with raised characters duplicated in braille at room designation signs.	2	116	\$232
Operable Parts												
6	Exterior Main Entrance	Ext.		Operable Parts	Other		Clear floor space is not provided	-	Provide a 30" min. by 48" min. clear floor space at the call button. Relocate the bench.	1	Labor	\$0
7	Shelf With Flyers	1		Operable Parts	Other		Reach < 15" or > 48"(forward/side approach)	66"	Relocate flyers so that they are between 15"- 48" above finish floor.	1	Labor / 128	\$128
Toilet & Bathing Rooms												
Lavatory												
8	Single-User Toilet Room	1		Lavatory	N/A		Mirror above lavatory w/reflective surface > 40"	44"	Lower mirror so that the bottom surface is at 40" max. above finish floor.	1	128	\$128

Town of Arlington  
Highland Fire Station

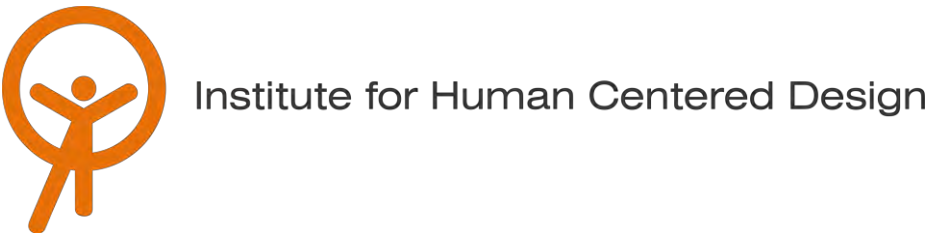
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Single-User Toilet												
9	Single-User Toilet Room	1		Single-User Toilet	N/A		Side or rear grab bar < 33" or > 36" high	31"	Mount grab bars 33"- 36" above the floor.	2	353	\$706
Universal Design												
10	Exterior Main Entrance	Ext.						-	Best practice: Relocate bench to ensure it has a 36" x 48" clear floor space alongside it so that a wheelchair user can sit alongside a person sitting in the bench.	1		\$0
Best Practice												
11	Call Counter	1						-	Good example of a compliant survey counter.	1		\$0

# Park Circle Fire Station



## Town of Arlington ADA Transition Plan

November 2019



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### Park Circle Fire Station

Year Built: 2007

#### Background

The Park Circle Fire Station is an engine bay located at 291 Park Avenue. The building has very limited public access; only the front-most area of the first floor is available to the public. The facility has a small parking lot in the rear of the building, as well as an accessible toilet room.

#### Key Accessibility Issues

##### Parking Lot

A van-accessible space is not provided in the parking lot.

##### Signage

Tactile signage is not provided at the exit door.

##### Operable Parts

The waiting room call button to reach the fire fighters lacks clear floor space in front of it.

### Order of Magnitude Cost Estimates


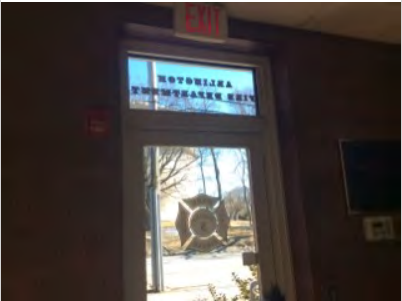
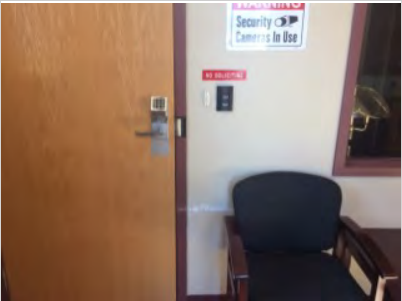
- Provide a van-accessible parking space in the parking lot: \$925
- Miscellaneous corrective actions (including operable parts, clear floor space and signage, etc.): \$116

**Total: \$ 1,041**

#### Best Practice and Inclusive Design

- Due to the steep slope between the parking lot and the entrance, consider providing a nearby on-street accessible parking space and a compliant curb ramp in addition to the van-accessible parking space in the parking lot.

Town of Arlington  
Park Circle Fire Station

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
Off-Street Parking Lot or Garage												
1	Parking Lot	Ext.		Off-Street Parking Lot or Garage	N/A		Total # of parking Total # of designated accessible parking spaces Total # of designated van accessible spaces	6 0 0	Provide one van-accessible parking space in this lot (Cost estimate for signage, striping and leveling.) Best Practice: Due to the steep slope between the parking lot and the entrance, consider providing a nearby on-street accessible parking space and a compliant curb ramp nearby in addition to the van-accessible parking space in the parking lot.	1	925	\$925
Access to Goods and Services												
Means of Egress												
2	Main Exit	1		Means of Egress	N/A		Tactile exit sign not provided		Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above finish floor located on the latch side of the door.	1	116	\$116
Operable Parts												
3	Waiting Area	1		Operable Parts	Other		Clear floor space is not provided	-	Provide a 30" min. by 48" min. clear floor space at the call button for the fire fighters. Relocate the chair.	1	Labor	\$0

# Libraries

Prepared by the



Institute for Human Centered Design



# Fox Branch Library



## Town of Arlington ADA Transition Plan

November 2019



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200 Portland Street, Boston, MA 02114  
www.IHCDesign.org • info@IHCDesign.org  
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# Fox Branch Library

Year Built: 1940

## Background

The Fox Branch Library is a two-story building located at 175 Massachusetts Avenue. Currently, due to an 8-inch high step, there is no accessible entrance into the Library. In addition, the two levels are only connected via stairs. There is an adult reading room, a children’s reading room, a single-user toilet room and a resale shop on the first floor. Public use areas in the basement include a community room and a men’s and women’s toilet room. The Library has on-street parking with one accessible space provided by the main entrance.

At this time the Capital Planning Committee and Town Meeting approved a capital plan to make design funds available in Fiscal Year 2024 for a new rebuild of Fox Library, which will result in an accessible entrance relocated to Massachusetts Avenue and an elevator. IHCD offers the following recommendations to increase the accessibility of the Library until that point.

## Key Accessibility Issues

### Entrance

At the Cleveland Street Entrance, cut the concrete step and remove exterior doors and provide a compliant 48"-wide concrete ramp (or temporary ramp) with handrails into the second set of doors until renovations are completed to create a new accessible entrance on Massachusetts Avenue. Provide an automatic door opener at the entry door. A second option could be cut the concrete down 2 inches at the emergency egress door on Massachusetts Avenue, remove the existing door and provide a 40-inch long walkway with a slope no greater than 5 percent (1:20) inside the wall to address the 2.5-inch change in level. An interior entrance vestibule enclosure would need to be built in this case. Provide an automatic door opener at the new vestibule door. In addition, work could be coordinated with sidewalk repair to create a level entrance at the Massachusetts Avenue door.

### Interior Access Routes

At several places inside the building the route narrows to less than 36 inches wide. Ensure that a clear width of 36 inches minimum is maintained at the accessible route. At Library stacks, 521 CMR additionally mentions that a clear width of 42" is preferred where possible. Address protruding objects in the circulation route by providing cane detectable barriers or relocating objects.

### Vertical Circulation

There is no accessible route to the lower level of the Library. Until major renovations are undertaken, it may be technically infeasible to provide an elevator or lift to the basement level in the Library. Relocate programs and meetings to the first floor.

### Doors

Many doors have hardware that is not operable with a closed fist.

### Work Surfaces

Many work surfaces lack compliant knee and toe clearance and one surface is located lower than 28 inches above the finished floor.

### Toilet and Bathing Rooms

A single-user toilet room is provided on level one. The flush control of the toilet is not located on the open (transfer) side, no rear grab bar is provided and the plumbing at the lavatory is not protected against contact. The women’s and men’s toilet rooms on the lower level have protruding objects and lack visible and audible fire alarms.

### Additional Accessibility Issues




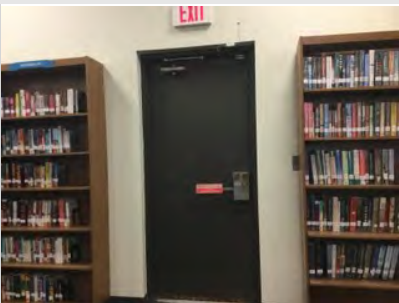
- Egress signage in the building lacks tactile characters.
- Many library and resale shop materials are located higher than 48 inches above the finished floor.
- No drinking fountain for standing users is provided on the first floor.

Order of Magnitude Cost Estimates






- Provide an accessible route to the main entrance, (option 1):  
\$ 7,665
- Provide compliant egress signage: \$580
- Provide cane detectable barriers at protruding objects and ensure clear route is 36 inches minimum: \$1,398
- Provide compliant hardware at doors: \$726
- Provide four (4) accessible work surfaces: \$1,400
- Renovate toilet rooms: \$1,727
- Provide a drinking fountain for standing users: \$2,014
- Install a visible and audible fire alarm in the community room:  
\$346

Total: \$ 15,856

Town of Arlington  
Fox Branch Library






ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
1	Area Next to Service Counter	1		Interior Access Route	N/A		Route < 36" wide	28.5"	Ensure that a clear width of 36" min. is maintained at the accessible route. 521 CMR additionally mentions that a clear width of 42" is preferred at stacks where possible.	1	Labor	\$0
Access to Goods and Services												
2	Computer Stations	1		Dining or Work Surfaces	Work Surface		Top of dining/work surface < 28" or > 34"	39"	Provide at least one work surface with tops between 28"- 34" above the floor and 27" clear height underneath.	1	350	\$350
Access to Goods and Services												
3	DVD Shelf and Shelves Throughout Library	1		Operable Parts	Other		Reach < 15" or > 48"(forward/side approach)	70"	Ensure that staff assists patrons with retrieving material that is located higher than 48" above the finished floor.	1	-	\$0
Access to Goods and Services												
4	Main Room	1		Means of Egress	N/A		Tactile exit sign not provided	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above finish floor located on the latch side of the door.	1	116	\$116

Town of Arlington  
Fox Branch Library

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
5	Main Room	1		Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	26"	Provide at least 1 work surface with 27" min. knee and toe clearance.	1	350	\$350
6	Main Room	1		Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided Top of dining/work surface < 28" or > 34"	23.75" 25"	Provide at least 1 dining or work surface with 27" min. knee and toe clearance. Provide at least one dining or work surface with tops between 28"- 34" above the floor and 27" clear height underneath.	1	350	\$350
Additional Access												
7	Main Room	1		Drinking Fountains	Low		No drinking fountain provided for standing users	-	Provide an additional drinking fountain for standing users.	1	2014	\$2014
Access to Goods and Services												
8	Main Room Northeast Side	1		Interior Access Route	N/A		Route < 36" wide	31"	Ensure that a clear width of 36" min. is maintained at the accessible route. 521 CMR additionally mentions that a clear width of 42" is preferred at stacks where possible.	1	Labor	\$0
Access to Goods and Services												
9	Printer Area	1		Dining or Work Surfaces	Work Surface		Top of dining/work surface < 28" or > 34"	37"	Provide at least one dining or work surface with tops between 28"- 34" above the floor and 27" clear height underneath.	1	350	\$350



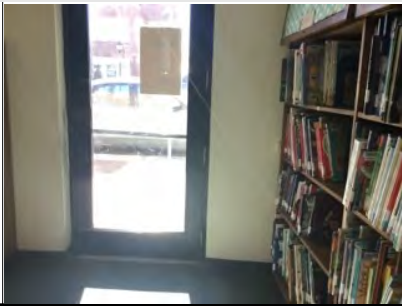
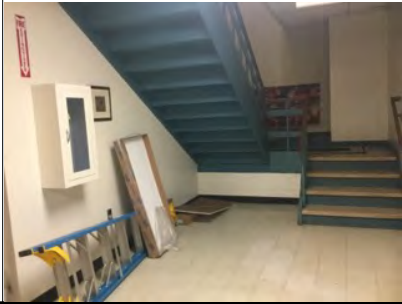


Town of Arlington  
Fox Branch Library



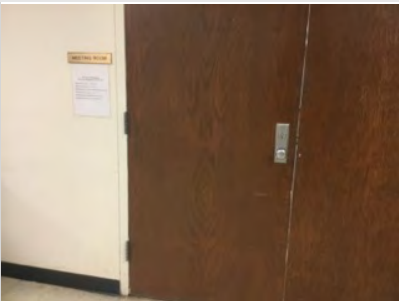
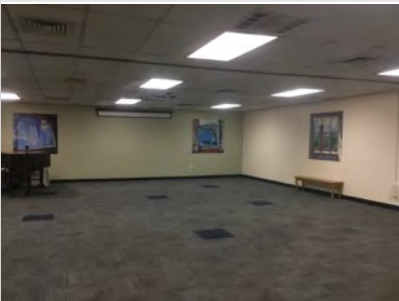
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
10	Resale Shop	1		Operable Parts	Other		Reach < 15" or > 48"(forward/side approach)	71"	Assist visitors with merchandise that is located higher than 48 above the finished floor in the shop.	1	Labor	\$0
11	Resale Shop	1		Interior Access Route	N/A		Route < 36" wide	27.5"	Ensure that a clear width of 36" min. is maintained at the accessible route.	1	Labor	\$0
12	Resale Shop	1		Means of Egress	N/A		Tactile exit sign not provided	-	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above finish floor located on the latch side of the door.	1	116	\$116
Access to Goods and Services												
13	Route to Basement	1		Doors, Doorways, & Gates	Circulation		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	242	\$242
Access to Goods and Services												
14	Single-User Toilet Room	1		Signage	Designation		Sign not located on the latch side of the door	-	Locate sign at permanent rooms alongside the door on the latch side.	1	Labor	\$0




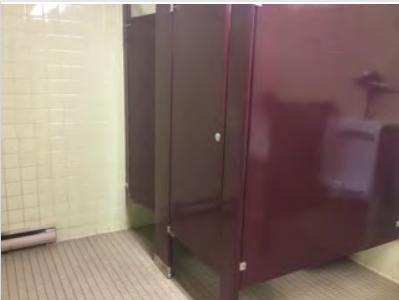
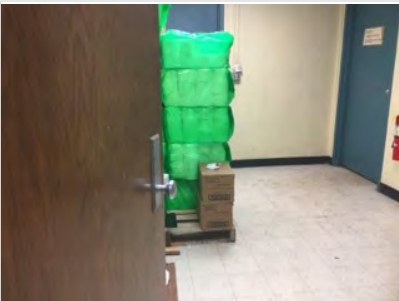
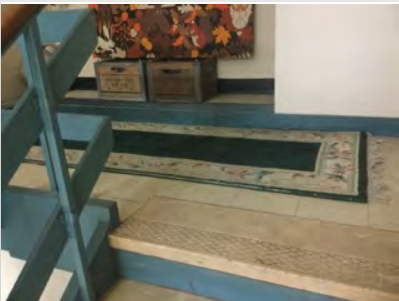
Town of Arlington  
Fox Branch Library

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Toilet & Bathing Rooms												
15	Single-User Toilet Room	1		Single-User Toilet	N/A		Flush control not on open side Grab bar not provided	- -	Relocate the flush control to the open side. Relocate baby changing station in order to provide a 42"-long rear grab bar on the rear wall. Nothing should be mounted over the grab bar.	1	636	\$636
16	Single-User Toilet Room	1		Lavatory	N/A		Plumbing underneath is exposed	-	Insulate or otherwise configure pipes to prevent contact at lavatory.	1	46	\$46
Access to Goods and Services												
17	West Emergency Exit	1		Means of Egress	N/A		Tactile exit sign not provided	-	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above finish floor located on the latch side of the door.	1	116	\$116
Access to Goods and Services												
18	Basement	B		Interior Access Route	N/A		Obstructed by protruding objects	-	Provide a cane detectable barrier at underside of stair and under fire cabinet. (cost for 6' pipe rail)	1	480	\$480



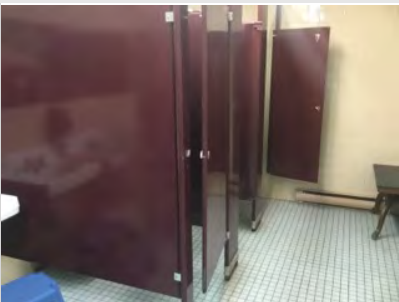


Town of Arlington  
Fox Branch Library

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
19	Basement Emergency Exit	B		Emergency Exit	N/A		Maneuvering clearance(s) not provided	- -	Relocate stored items away from the emergency exit area.	1	Labor	\$0
Access to Goods and Services												
20	Basement Emergency Exit	B		Means of Egress	N/A		Tactile exit sign not provided	-	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above finish floor located on the latch side of the door.	1	116	\$116
Access to Goods and Services												
21	Meeting Room	B		Doors, Doorways, & Gates	Meeting Room		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	242	\$242
Additional Access												
22	Meeting Room	B		Fire Alarms	N/A		No visible fire alarm provided within room	-	When fire system is updated, ensure that a visible fire alarm is installed in each room.	1	346	\$346


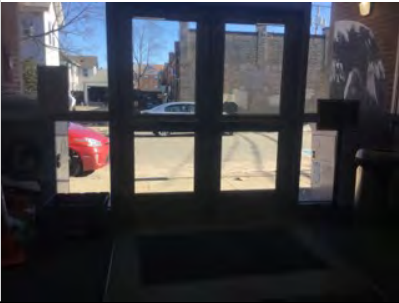
Town of Arlington  
Fox Branch Library

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
23	Men's Toilet Room	B		Interior Access Route	N/A		Obstructed by protruding objects	11"	Provide a cane detectable barrier on each side of the shelf.	2	153	\$306
Toilet & Bathing Rooms												
24	Men's Toilet Room	B		Overall Access	Toilet Room		Audible and visible alarms not provided	- -	When fire system is updated, ensure that a visible and audible fire alarm is installed.	1	346	\$346
Access to Goods and Services												
25	Route to Basement Emergency Exit	B		Doors, Doorways, & Gates	Emergency Egress		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	242	\$242
Access to Goods and Services												
26	Stairway	B		Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Remove carpet from this stairwell.	1	Labor	\$0

Town of Arlington  
Fox Branch Library

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
27	Stairway	B		Interior Access Route	N/A		Accessible route not provided		It may be technically infeasible to provide an elevator or lift to the basement level in the Library. Relocate programs and meetings to the first floor.	1	-	\$0
Access to Goods and Services												
28	Women's Toilet Room	B		Interior Access Route	N/A		Obstructed by protruding objects	11"	Provide a cane detectable barrier on each side of the shelf.	2	153	\$306
Toilet & Bathing Rooms												
29	Women's Toilet Room	B		Overall Access	Toilet Room		Audible and visible alarms not provided	- -	When fire system is updated, ensure that a visible and audible fire alarm is installed.	1	346	\$346
30	Women's Toilet Room	B		Dispensers	Paper Towel Dispenser		Dispenser acts as a protruding object	8"	Relocate dispenser out of the circulation path.	1	353	\$353
Access to Goods and Services												
31	Main Entrance Corridor	Ext		Interior Access Route	N/A		Obstructed by protruding objects	12.5"	Provide a cane-detectable barrier at each side of the display case.	2	153	\$306

Town of Arlington  
Fox Branch Library

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
32	Main Entrance on Cleveland Street	Ext		Entrance	Main Entrance		Threshold > 1/2" high	8"	Remove exterior door, cut the concrete, and provide a compliant 48"-wide concrete ramp with handrails into this main entrance until renovations are completed to create an accessible entrance on Massachusetts Avenue. Provide an automatic door opener at the entry door.	1	7665	\$7665
Access to Goods and Services												
33	Main Entrance on Cleveland Street	Ext		Means of Egress	N/A		Tactile exit sign not provided	-	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above finish floor located on the latch side of the door.	1	116	\$116



# Robbins Library



## Town of Arlington ADA Transition Plan

November 2019



Institute for Human Centered Design

200 Portland Street, Boston, MA 02114  
www.IHCDesign.org • info@IHCDesign.org  
617-695-1225 voice/tty

### Robbins Library

Year Built: 1892                      Year Renovated: 1992

#### Background

The Robbins Library, located at 730 Massachusetts Avenue, is a 48,003 square-foot, five-story building. The levels are connected via an elevator and two (2) egress stairs. The main entrance is located on the east side and can be accessed via a ramp from the parking lot on the south side opposite of Massachusetts Avenue.

Major spaces within the building include the Children’s Room, Community Room and Technical Services Room in the basement; the Reading Room, Circulation Desk, Fiction Room, and Reference Desk on the first floor; a Non-Fiction Room on the second and third floors; study rooms on the third floor; and a book sale area, conference room, Local History Room, and Adult and Teen and Technology Department on the fourth floor.

Toilet rooms are provided in the basement and on the first floor. A parking lot for 24 cars with two accessible spaces is provided on the south side by the base of the ramp leading to the accessible entrance.

Patrons of the library are impressed with the large selection of large print and audio books and the willingness of staff to assist with ordering materials from other libraries.

#### Key Accessibility Issues

##### Parking Lot

No van-accessible parking space is provided in the parking lot.

##### Work Surfaces

Work surfaces in many areas lack knee and toe clearance.

##### Assistive Listening System

The Community Room in the basement (with a capacity for 114 people) lacks an assistive listening system.

##### Toilet and Bathing Rooms

Multi-user public toilet rooms are provided for men and women are provided by the Community Room in the basement. These have minor accessibility issues including unwrapped pipes at lavatories; improperly located hooks and grab bars, toilet with the flush control not located on the open (transfer) side, and malfunctioning self-closing hinges within accessible toilet compartments.

There are two (2) clustered single-user toilet rooms for children in the basement. Proper knee and toe clearance for children (25 inches) should be provided in at least one of these toilet rooms and that toilet room should then have signage installed with a compliant International Symbol of Accessibility. Designation signage with raised characters and braille is required at both toilet rooms.

There are two (2) clustered single-user toilet rooms for men and women on level one. One of them must be brought into compliance. IHCD recommends bringing Room 105 into compliance by relocating the lavatory so that there is 27 inches for knee and toe clearance underneath, relocating the toilet so that the centerline is 18 inches from the side wall and ensure that the toilet flush control is located on the open (transfer) side of the toilet. Consider making the accessible single-user toilet room an all-gender one.

##### Additional Accessibility Issues

- Tactile egress signage is not provided at the emergency exits.
- Some designation signage in the building lacks braille and raised characters or is not located on the latch side of the door. One sign provided directly on an exterior door has glare and contrast issues.
- The drinking fountains for standing users located on the first floor act as a protruding object and no drinking fountain is provided for seated users.

#### Order of Magnitude Cost Estimates

- Provide a van accessible parking space in the lot: \$400
- Provide tactile egress signage at exit doors: \$580

Robbins Library



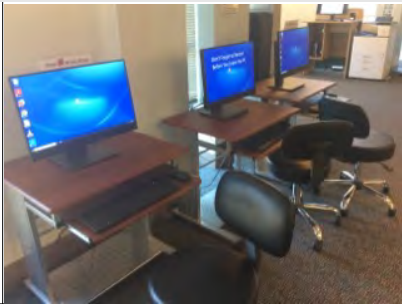
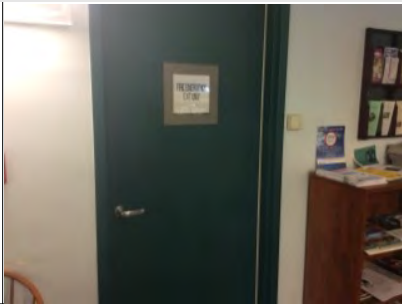
- Provide compliant designation and informational signage:  
\$464
- Provide seven (7) accessible work surfaces: \$2,450ff
- Provide an assistive listening system: \$1,688
- Renovate toilet rooms: \$5,360
- Repair drinking fountains (including providing a cane detectable barrier at the existing drinking fountain and providing an additional drinking fountain for seated users):  
\$2,459

**Total: \$ 13,401**





**Best Practice and Inclusive Design**

- Consider providing compliant handrails at the stairs leading to the main entrance. See 521 CMR 27.4 and the 2010 ADA Standards: 505.
- Consider changing the outdated wording "handicapped parking" to "accessible parking" at both accessible parking signs.
- Consider providing large-print forms, handouts, town meeting warrants and flyers to more effectively communicate with visually impaired patrons.
- Consider color coding toilet room doors and providing larger print on signage.
- The accessible entrance is located all the way around the back side of the building furthest from Massachusetts Avenue. This entrance is a long distance from or people who are not arriving by car who may have mobility difficulties. Consider undertaking a feasibility study to study improving the accessible entrance to this facility.

Town of Arlington  
Robbins Library


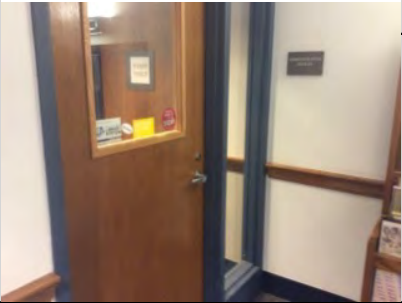


ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Toilet & Bathing Rooms												
1	Single-User Toilet Room	1	105	Lavatory	N/A		Toe or knee clearances not provided	26"	Provide at least one lavatory with knee and toe clearance positioned for a forward approach.	1	843	\$843
2	Single-User Toilet Room	1	105	Single-User Toilet	N/A		Flush control not on open side Centerline < or > 18" (MAAB)	- 15.5"	Relocate the flush control to the open side. Relocate toilet so that the centerline is 18" from the side wall.	1	1601	\$1601
Access to Goods and Services												
3	Fiction Wing Computer Desks	1	109	Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	25"	Provide at least 1 work surface with 27" min. knee and toe clearance.	1	350	\$350
Access to Goods and Services												
4	Fiction Wing Emergency Exit	1	109	Signage	Egress		Raised characters not provided Braille not provided	- -	Provide text with raised characters duplicated in braille.	1	116	\$116

Town of Arlington  
Robbins Library

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
5	Fiction Wing, Double Door Exit	1	110	Means of Egress	N/A		Tactile exit sign not provided	-	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above finish floor located on the latch side of the door.	1	116	\$116
Access to Goods and Services												
6	Reading Room Tables	1	111	Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	25"	Provide at least 1 work surface with 27" min. knee and toe clearance.	1	350	\$350
Access to Goods and Services												
7	Printing Station Behind Info Desk	1	113	Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided Top of dining/work surface < 28" or > 34"	- 39"	Provide at least 1 work surface with 27" min. knee and toe clearance. Work surface should have tops between 28"- 34" above the floor and 27" clear height underneath.	1	350	\$350
Access to Goods and Services												
8	Self-Checkout Counter Next to Reading Room	1	114	Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided Top of dining/work surface < 28" or > 34"	- 39"	Provide at least 1 work surface with 27" min. knee and toe clearance. Work surface should have tops between 28"- 34" above the floor and 27" clear height underneath.	1	350	\$350

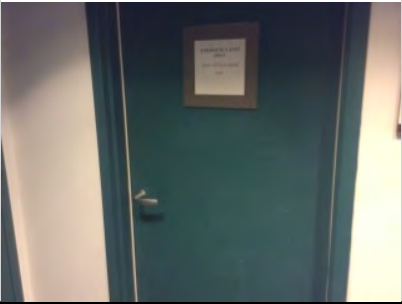





Town of Arlington  
Robbins Library



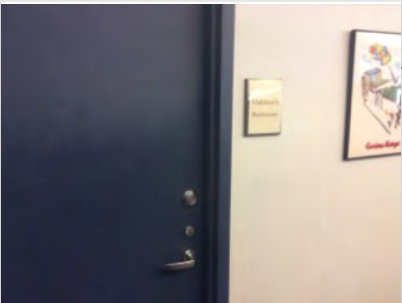

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Additional Access												
9	Corridor by Toilet Rooms	1	119	Drinking Fountains	N/A		Standing height fountain does not have cane protection No drinking fountain provided for seated users	- -	Provide an additional drinking fountain for seated users or install a Hi-Lo drinking fountain. Provide a cane detectable barrier skirt under the high unit.	1	2459	\$2459
Access to Goods and Services												
10	Administration Offices	2	205	Signage	Designation		Sign not located on the latch side of the door	-	Locate sign at permanent rooms alongside the door on the latch side.	1	Labor	\$0
Access to Goods and Services												
11	Cataloging Station	2	209	Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided Top of dining/work surface < 28" or > 34"	- 37"	Provide at least 1 work surface with 27" min. knee and toe clearance. Work surface should have tops between 28"- 34" above the floor and 27" clear height underneath.	1	350	\$350
Best Practice												
12	Study Carrels	2	209					-	Best Practice: These are good examples of accessible study carrels.			





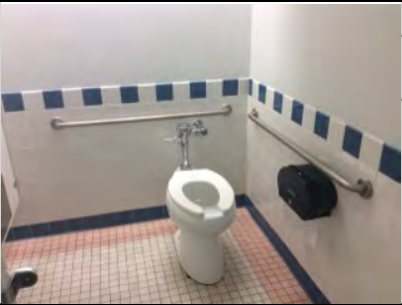

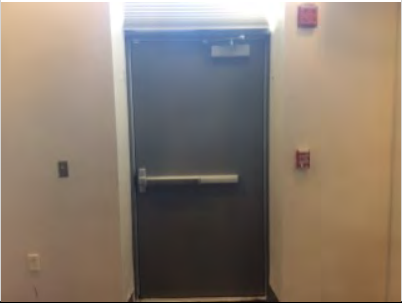
Town of Arlington  
Robbins Library

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
13	Emergency Exit in Nonfiction Wing	3	301	Means of Egress	N/A		Tactile exit sign not provided	-	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above finish floor located on the latch side of the door.	1	116	\$116
Access to Goods and Services												
14	Outdoor Apiary	3	301	Signage	Designation		Not provided	-	Locate signage with raised characters and braille alongside the door on the latch side.	1	116	\$116
Access to Goods and Services												
15	History Room	4	401	Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	26"	Provide at least 1 work surface with 27" min. knee and toe clearance.	1	350	\$350
Access to Goods and Services												
16	Children's Wing	B	007	Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided Top of dining/work surface < 28" or > 34"	- -	Provide at least 1 work surface with 27" min. knee and toe clearance. Work surface should have tops between 28"- 34" above the floor and 27" clear height underneath.	1	350	\$350


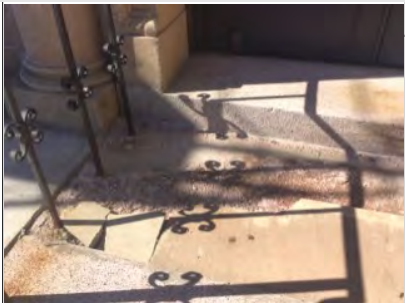


Town of Arlington  
Robbins Library

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
17	Door To Patio	B	007	Signage	Informational		Non glare finish and contrast not provided	-	Provide signs with a non-glare finish with characters that have a high contrast to the background.	1	116	\$116
Toilet Rooms for Children												
18	Children's Toilet Room	B	010	Lavatory	N/A		Toe or knee clearances not provided	19"	Provide at least one lavatory with 25" min. knee clearance positioned for a forward approach. Relocate lavatory counter.	1	843	\$843
Access to Goods and Services												
19	Children's Toilet Rooms	B	010,009	Signage	Designation		Raised characters not provided Braille not provided	- -	Provide text with raised characters duplicated in braille at both children's toilet rooms.  Provide a compliant International Symbol of Accessibility at the toilet room where the lavatory is repositioned to allow toe and knee clearance.	2	116	\$232
Toilet & Bathing Rooms												
20	Community Room Men's Toilet Room	B	011	Dispensers	Paper Towel Dispenser		Dispenser acts as a protruding object	-	Relocate dispenser out of the circulation path.	1	353	\$353


Town of Arlington  
Robbins Library

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
21	Community Room Men's Toilet Room	B	011	Toilet Compartment	Accessible Compartment		. Flush control not on open side Side or rear grab bar < 33" or >36" high	- 30" -	Locate grab bars between 33"- 36" above the finish floor. Provide the flush control on the open side of the toilet (transfer side).	1	893	\$893
Toilet & Bathing Rooms												
22	Community Room Women's Toilet Room	B	014	Lavatory	N/A		Plumbing underneath is exposed	-	Insulate or otherwise configure pipes to prevent contact, for at least one lavatory.	1	46	\$46
23	Community Room Women's Toilet Room	B	014	Toilet Compartment	Accessible Compartment		Door has malfunctioning self-closing hinge Side or rear grab bar < 33" or >36" high Coat hook > 48"	- 31" 63"	Repair hinge. Locate grab bars between 33"- 36" above the finish floor. Lower coat hook so that it is no higher than 48".	1	Labor 781	\$781
Access to Goods and Services												
24	Community Room	B	016	Assembly Area	N/A		Assistive listening devices not provided	114	If audible communication is integral to the use of the space, provide an assistive listening system.	1	1688	\$1688
Access to Goods and Services												
25	Community Room Emergency Exit	B	016	Means of Egress	N/A		Tactile exit sign not provided	-	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above finish floor located on the latch side of the door.	1	116	\$116

Town of Arlington  
Robbins Library

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
26	Emergency Exit In Stairwell	B	034	Means of Egress	N/A		Tactile exit sign not provided	-	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above finish floor located on the latch side of the door.	1	116	\$116
Access to Goods and Services												
27	Emergency Exit	Ext	-	Stairways	Exterior		Not maintained in operable working condition	-	Ensure stairs are maintained in operable working condition. Repair pavers.	1	Labor	\$0
Best Practice												
28	Front Entrance Stairs	Ext	-					-	Best Practice: Consider providing compliant handrails at the stairs leading to the main entrance. See 521 CMR 27.00 and ADA 2010: 505 for guidance.			
Approach and Entrance												
29	Parking Lot	Ext	-	Off-Street Parking Lot or Garage	Visitor		Total # of parking Total # of designated accessible parking spaces Total # of designated van accessible spaces	24 2 0	Convert one accessible parking space to a compliant van-accessible parking space.	1	400	\$400

Town of Arlington  
Robbins Library

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Universal Design												
30	Parking Lot	Ext	-						Consider changing the outdated wording "Handicapped Parking" to "Accessible Parking" at both parking signs.	2		\$0



**Managed by  
Arlington  
Redevelopment  
Board**

Prepared by the



Institute for Human Centered Design

# 23 Maple Street



## Town of Arlington ADA Transition Plan

October 2019



Institute for Human Centered Design

200 Portland Street, Boston, MA 02114  
www.IHCDesign.org • info@IHCDesign.org  
617-695-1225 voice/tty

# 23 Maple Street

Year Built: 1862                      Year Renovated: 2008, 2015, 2018

## Background

Managed by the Arlington Redevelopment Board, 23 Maple Street currently is rented out by an organization called the Community Intervention Program that provides short-term residential placement to youth between the ages of 12 and 18 years old.

The building is three stories, connected by three staircases. There are three main entrances, one of which by the back parking lot is largely accessible. The parking lot has no accessible spaces. No accessible toilet room is provided on the first floor.

No Town programs are offered at this location. Because there is no accessible means of vertical circulation within the building, this assessment focuses on what will need to be remedied if and when the first floor is used for Town programs in the future. If the second and third floors will be used for public programs, an accessible means of vertical circulation will need to be provided.

## Key Accessibility Issues

### Parking Lot

No accessible parking is provided in the parking lot.

### Emergency Exits

Emergency exits lack tactile exit signage and inaccessible exits lack directional signage to the accessible exit. The accessible exit lacks an illuminated sign with the International Symbol of Accessibility. Additional issues include lack of compliant width at doors, lack of hardware that is operable with a closed fist and lack of maneuvering clearance.

### Doors

Many doors in the facility have hardware that is not operable with a closed fist. Additional issues include a door to the comfort room that has a threshold greater than 1/2" high.

## Kitchen

The kitchen lacks a sink located 34 inches high and lacks knee and toe clearance. There is no 15" wide countertop alongside the sink with knee and toe clearance. A stove and cooktop are provided but neither is compliant. There is no knee and toe clearance under the cooktop and no countertop with knee and toe clearance alongside the cooktop. A compliant wall oven is not provided and the hood controls are higher than 48" above the finished floor.

## Toilet Room

A single-user toilet room is provided but it lacks accessible fixtures and turning space.

## Additional Accessibility Issues

- Directional signage is not provided at inaccessible entrances.
- No visible fire alarms are provided in two (2) rooms.






## Order of Magnitude Cost Estimates

- Provide a van-accessible parking space in the lot: \$925
- Renovate emergency exits: \$4,582
- Renovate doors, including providing one automatic door opener: \$3,394
- Renovate the kitchen: \$4,195
- Provide a compliant toilet room: \$12,302
- Miscellaneous corrective actions (including operable parts, entrance signage, fire alarms, etc.): \$1,524

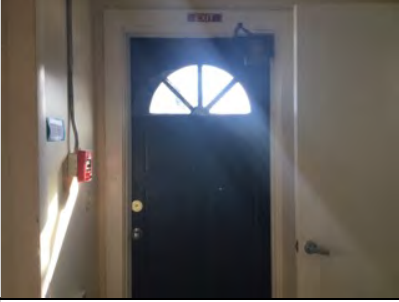
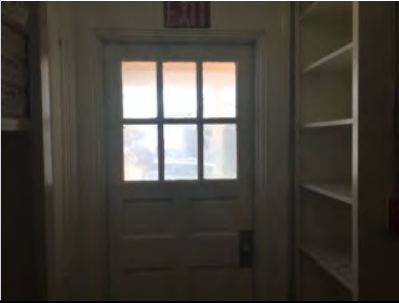


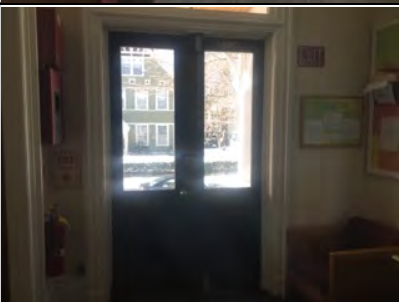
**Total: \$26,922\***

\*Note: Cost to provide an accessible vertical access route is not included.

**Town of Arlington**  
**23 Maple Street**






ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
1	Comfort Room	1		Doors, Doorways, & Gates	Circulation		Threshold > 1/2" high Hardware not operable with a closed fist Maneuvering clearance(s) not provided	2.5" -	Alter threshold to be 1/2" high max. Provide a rubber threshold mat and an automatic door opener. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	1942	\$1942
2	Comfort Room	1		Interior Access Route	N/A		Surface not stable, firm, and slip-resistant		Secure the carpet.	1	Labor	\$0
3	Dining Room (Route by Stairs)	1		Doors, Doorways, & Gates	Circulation		Hardware not operable with a closed fist		Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	242	\$242
4	Dining Room to Kitchen	1		Doors, Doorways, & Gates	Circulation		Hardware not operable with a closed fist		Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	242	\$242
5	Dining Room to Kitchen	1		Doors, Doorways, & Gates	Circulation		Hardware not operable with a closed fist		Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	242	\$242

**Town of Arlington**  
**23 Maple Street**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
6	East Side Entrance, Accessible	1		Emergency Exit	N/A		Tactile exit sign not provided International Symbol of Acc. not provided Maneuvering clearance(s) not provided Hardware not operable with a closed fist		Provide a tactile exit sign with raised characters and braille at exit doors. Mount signs between 48"- 60" above finished floor located on the latch side of the door. Provide an illuminated sign with the International Symbol of Accessibility. Provide an automatic door opener. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	2346	\$2346
7	East Side Entrance, Inaccessible	1		Emergency Exit	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided Hardware not operable with a closed fist		Provide a tactile exit sign with raised characters and braille at exit doors. Mount signs between 48"- 60" above finished floor located on the latch side of the door. Provide a directional sign indicating the location of the nearest emergency exit. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	474	\$474
8	East Side Entrance, Inaccessible	1		Entrance	Secondary Entrance		Entrance not on an accessible route Directional sign to accessible entrance not provided Hardware not operable with a closed fist		Provide a directional sign indicating the location of the nearest accessible entrance. Where a directional sign is required, it should be located to minimize backtracking. In some cases, this could mean locating a sign at the beginning of a route, not just at the inaccessible entrances to a building. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	415	\$415
9	First Floor Hallway	1		Operable Parts	Clothes Rod/Hooks		Reach < 15" or > 48"(forward/side approach)	59"	Relocate one hook between 48" max. above the finished floor.	1	128	\$128
10	Front Entrance	1		Emergency Exit	N/A		Emergency exit not on an accessible route Tactile exit sign not provided Directional sign to accessible emergency exit not provided If double-leaf door, neither compliant	- - - 27"	Provide a directional sign indicating the location of the nearest emergency exit. Provide a tactile exit sign with raised characters and braille at exit doors. Mount signs between 48"- 60" above finished floor located on the latch side of the door. Ensure that at least one of the active leaves is at least 32" min. wide.	1	1762	\$1762








**Town of Arlington**  
**23 Maple Street**


ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
11	Kitchen	1		Kitchens and Kitchenettes	Other		Knee/toe clearance not provided at sink Sink > 34" high Countertop next to sink < 15" wide	- 36" 0"	Provide a sink with knee and toe clearance positioned for a forward approach. Lower sink to be no higher than 34" positioned for a forward approach. Ensure a countertop that is at least 15" wide with knee and toe clearance is provided next to the sink.	1	2007	\$2007
12	Kitchen	1		Kitchens and Kitchenettes	Other		Knee/toe clearance not provided at cooktop Countertop next to cooktop < 15" wide Wall oven type not provided Hood controls > 48"	- - - 67"	Provide a cooktop with knee and toe clearance positioned for a forward approach. Ensure a countertop that is at least 15" wide is provided next to the cooktop. Ensure that a wall type oven is provided. Lower the hood controls to 48" max. above the finished floor.	1	2188	\$2188
13	Living Room and Comfort Room	1		Fire Alarms	Other		No visible fire alarm provided within room		When fire system is updated, ensure that a visible fire alarm is installed in each room.	2	346	\$692
14	Living Room to First Floor Hallway	1		Doors, Doorways, & Gates	Circulation		Hardware not operable with a closed fist		Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	242	\$242
15	Office	1		Doors, Doorways, & Gates	Office		Hardware not operable with a closed fist		Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	242	\$242



Town of Arlington  
23 Maple Street

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
16	Office	1		Signage	Designation		Raised characters not provided Braille not provided Sign not located on the latch side of the door		Provide text with raised characters duplicated in braille. Locate sign at permanent rooms alongside the door on the latch side.	1	116 Labor	\$116
17	Parking Lot	1		Off-Street Parking Lot or Garage			Total # of parking Total # of designated accessible parking spaces Total # of designated van accessible spaces	21 0 0	Provide one van-accessible space.  (Cost for leveling, striping and signage.)	1	925	\$925
18	Toilet Room, First Floor	1		Overall Access	Toilet Room		Turning space not provided Accessible plumbing fixtures or stalls not provided	- -	Add an accessible single-user toilet room to this level.	1	12302	\$12302
19	Toilet Room, First Floor	1		Doors, Doorways, & Gates	Toilet Room		Hardware not operable with a closed fist		Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	242	\$242
20	Back Staircase	1 2 3		Interior Access Route	N/A		Accessible route not provided	-	No accessible route provided to the second and third floor. If these floors will be used for Town of Arlington programs, a means of accessible vertical circulation should be provided.	1	-	\$0

Town of Arlington  
23 Maple Street

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
21	Front Entrance	Ext.		Entrance	Main Entrance		Entrance not on an accessible route Directional sign to accessible entrance not provided		Provide a directional sign indicating the location of the nearest accessible entrance. Where a directional sign is required, it should be located to minimize backtracking. In some cases, this could mean locating a sign at the beginning of a route, not just at the inaccessible entrances to a building.	1	173	\$173

# Jefferson Cutter House



## Town of Arlington ADA Transition Plan

November 2019



Institute for Human Centered Design

200 Portland Street, Boston, MA 02114  
www.IHCDesign.org • info@IHCDesign.org  
617-695-1225 voice/tty

### Jefferson Cutter House

Year Built: 1817                      Year Renovated: 1989

#### Background

The Jefferson Cutter House is a historic house on the National Register of Historic Places and located at 611 Massachusetts Avenue that houses the Cyrus E. Dallin Art Museum. Built in 1817 in a Greek Revival/Federal style in a saltbox shape, the building currently houses the Arlington Chamber of Commerce, the Cyrus Dallin Art Museum and the Cutter Art Gallery and was originally home to Jefferson Cutter. In 1989 the House was moved down Massachusetts Avenue to its current location. The building was added to the National Register of Historic Places in 1992.

The Jefferson Cutter House has facilities that allow it to function as a meeting room or an art gallery. The facility is available to be rented to Town groups of 30 or less people.

The lowest level has a meeting room and toilet rooms that the Town uses for meetings. The first floor is rented by a private entity. It contains exhibit areas for the private Cyrus Dallin Art Museum. The second floor is not used by the public. The lower level and first floor each has an entrance that can be brought into compliance. However there is no interior accessible means of vertical circulation between the first floor and lower level.

There is a large municipal parking lot located northeast of the facility. The part of the lot directly near the facility contains 16 spaces including two (2) accessible spaces. The lot also contains two (2) electric vehicle charging stations.

#### Key Accessibility Issues

##### Exterior Route

Exterior routes by the parking lot and leading to the largely accessible first floor entrance to the Cyrus Dallin Art Museum have issues including: excessive cross and running slopes, changes in level greater than ¼-inch, and lack of a firm, stable

and slip-resistant surface. Some routes are not maintained in operable working condition.

##### Parking Lot

No compliant van-accessible parking space is provided in the parking lot by the facility.

##### Interior Route

Many areas in the facility have interior routes that are less than 36 inches wide. The clear height at the stair is less than 80 inches high.

##### Doors

The door at the main entrance to the first floor lacks compliant hardware.

Throughout the Museum, doors and doorways offer less than 32 inches of clear width. With these doors, alteration may not be feasible. Widening the doors may threaten or destroy the historic significance of the building. In order to provide program access, provide a video of the rooms or photographs of them in an accessible location. At some of these doors, it makes sense to provide swing-clear/offset hardware to increase the overall width at the door, even if the doors are not able to be made fully compliant. The historic hinges of these doors could be retained in storage.

##### Toilet Rooms

There are two clustered single-user toilet rooms for men and women in the basement. One of them must be brought into compliance. IHCD recommends bringing Room 08 into compliance because the door maneuvering clearance is accessible. Both toilet rooms should have accessible signage with raised characters and braille and after toilet room 08 is brought into compliance, the sign should include the International Symbol of Accessibility (ISA). Both toilet rooms should have both visible and audible alarms installed. Toilet room 08 in addition needs the pipes under the lavatory wrapped to prevent contact and needs the mirror and hook located to a compliant height.

##### Additional Accessibility Issues

- Visible fire alarms are not provided throughout the building.
- Accessible entrances lack a sign with the International Symbol of Accessibility.
- Tactile egress signage is not provided at the emergency exits.

Order of Magnitude Cost Estimates

- Renovate exterior routes: \$5,816
- Provide a van-accessible parking space in the lot: \$1,452
- Renovate entrances (including one automatic door opener): \$2,118
- Provide swing-clear/offset hinges at two (2) doors: \$2,232
- Renovate toilet rooms: \$941
- Provide visible and audible fire alarms: \$1,980
- Miscellaneous corrective actions: (including signage, interior routes, work surface): \$1,256

Total: \$ 15,795

Best Practice and Inclusive Design

- Additional guidance on making historic properties accessible can be found on the National Park Service website: <https://www.nps.gov/tps/how-to-preserve/briefs/32-accessibility.htm>
- Consider providing signage at the stair directing visitors to the accessible route to the lower level outside of the building.
- Consider providing a level clear floor space of 36" wide min. by 48" deep min. alongside the benches in the front so that a wheelchair user can sit alongside a person seated on the bench.
- Consider making the exhibit signage more legible and easier to read. Recommendations for exhibit signage is provided here: <https://www.si.edu/Accessibility/SGAED>
- The ADA Standards do not include specific provisions for electric vehicle (EV) charging stations. However, it is advisable to address access to EV charging stations so that they are usable by people with disabilities. See the following diagram:

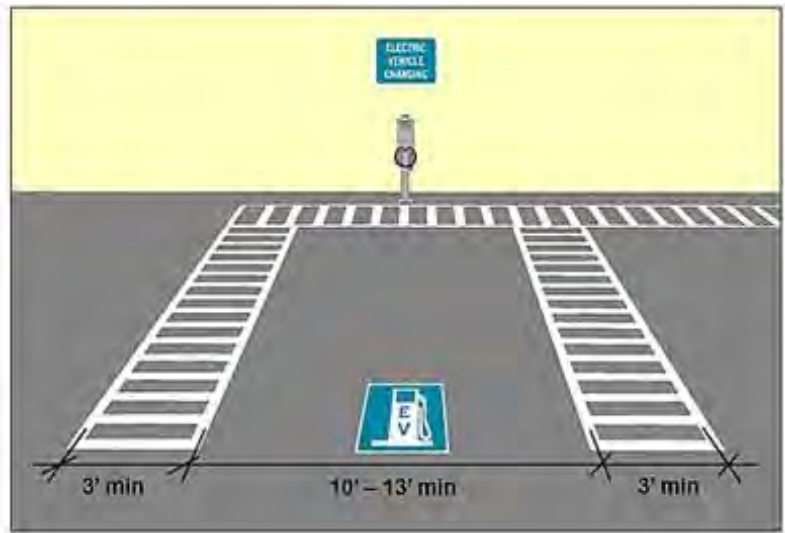
Recommendations:

Provide access to a reasonable number of spaces serving EV charging stations or use the scoping table in 208.2 to determine an appropriate number. (The number of accessible spaces serving EV charging stations must be determined separately from the required number of car and van parking spaces.)

Accessible EV Charging Stations

Accessible Route

Provide an accessible route on both sides of the vehicle space that connects to the charging station for easier access.







Vehicle Space

A vehicle space at least 10' – 13' wide is advisable. A 10' width offers an extra 2' that effectively provides a 5' aisle on one side when paired with the accessible route; a 13' wide space will allow an 8' aisle. This flexibility is helpful since the parking direction is determined by the location of the charging station and the vehicle connection. Use the International Symbol of Accessibility only where spaces are reserved exclusively for people with disabilities.



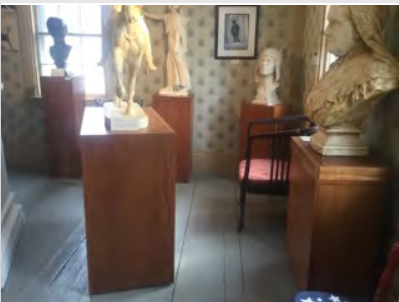
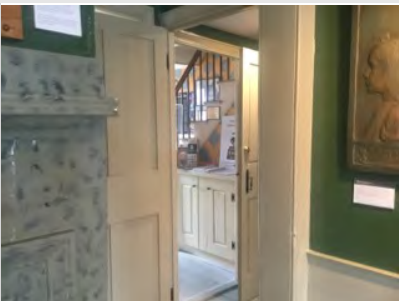



Town of Arlington  
Jefferson Cutter House





ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Best Practice												
1	Throughout the Building	1		N/A	N/A				Best Practice: Consider making the exhibit signage more legible and easier to read. Recommendations for exhibit signage is provided here: <a href="https://www.si.edu/Accessibility/SGAED">https://www.si.edu/Accessibility/SGAED</a>	-	0	\$0
Access to Goods and Services												
2	Massachusetts Avenue Entrance	1	01	Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	-	Provide a directional sign indicating the location of the nearest emergency exit. Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above finished floor located on the latch side of the door.	1	116	\$116
Access to Goods and Services												
3	Native American Room	1	101	Doors, Doorways, & Gates	Circulation		Clear width at door < 32"	30.5"	Alteration may not be feasible. Compliance with the requirements may threaten or destroy the historic significance of the building. Provide a video of the rooms or photographs to provide program accessibility.	1	-	\$0
4	Native American Room	1	101	Interior Access Route	N/A		Route < 36" wide	23"	Ensure that a clear width of 36" min. is maintained at the accessible route. Relocate the statue. The route is allowed to narrow to a min. of 32" for 24" max. of depth.	1	Labor	\$0







Town of Arlington  
Jefferson Cutter House

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
5	History and Ideology Room	1	103	Doors, Doorways, & Gates	Circulation		Clear width at door < 32"	29.75"	Although a swing-clear/offset hinge most likely will not make the door 32" clear, consider adding the hinge to increase clear width, and keep the historic hinge in storage. Provide a video of the rooms or photographs to provide program accessibility.	1	1116	\$1116
6	History and Ideology Room	1	103	Doors, Doorways, & Gates	Circulation		Clear width at door < 32"	31"	Alteration may not be feasible. Compliance with the requirements may threaten or destroy the historic significance of the building. Provide a video of the rooms or photographs to provide program accessibility.	1	-	\$0
Access to Goods and Services												
7	History and Ideology Room	1	104	Interior Access Route	N/A		Route < 36" wide	29.75"	Ensure that a clear width of 36" min. is maintained at the accessible route. The route is allowed to narrow to a min. of 32" for 24" max. of depth.	1	Labor	\$0
Access to Goods and Services												
8	Northeast Room	1	104	Doors, Doorways, & Gates	Circulation		Clear width at door < 32"	28.5"	Although a swing-clear/offset hinge most likely will not make the door 32" clear, consider adding the hinge to increase clear width, and keep the historic hinge in storage. Provide a video of the rooms or photographs to provide program accessibility.	1	1116	\$1116
9	Northeast Room	1	104	Doors, Doorways, & Gates	Circulation		Threshold not beveled Threshold > 1/2" high	- 1"	Alteration may not be feasible. Compliance with the requirements may threaten or destroy the historic significance of the building. Provide a video of the rooms or photographs to provide program accessibility.	1	-	\$0




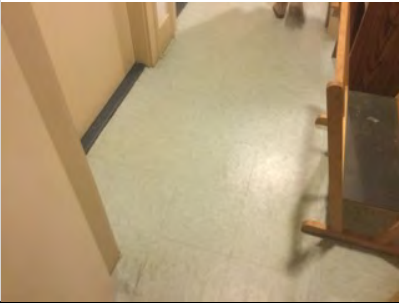
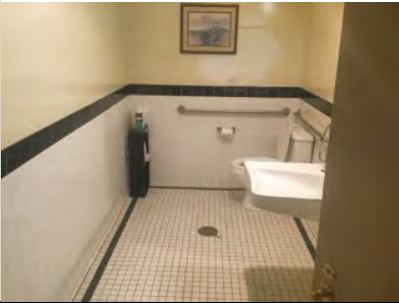
Town of Arlington  
Jefferson Cutter House

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
10	Northeast Room	1	104	Interior Access Route	N/A		Obstructed by protruding objects	74"	Provide new lights that are not lower than 80" above finished floor.	1	Labor	\$0
Access to Goods and Services												
11	Upstairs Hallway	1	105	Interior Access Route	N/A		Surface not stable, firm, and slip-resistant	-	Secure the rug.	1	Labor	\$0
12	Upstairs Hallway	1	105	Operable Parts	Other		Reach < 15" or > 48"(forward/side approach)	70"	Relocate purchasable items between 15"- 48" above finished floor or provide assistance to visitors.	1	Labor	\$0
Access to Goods and Services												
13	Northwest Room	1	106	Interior Access Route	N/A		Obstructed by protruding objects	9.5"	Add a cane-detectable barrier rail where sculpture projects into the circulation route.	1	153	\$153

Town of Arlington  
Jefferson Cutter House

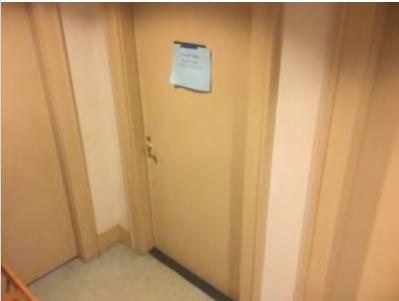
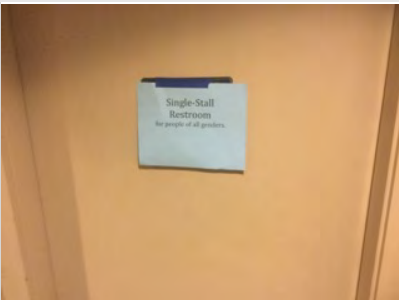
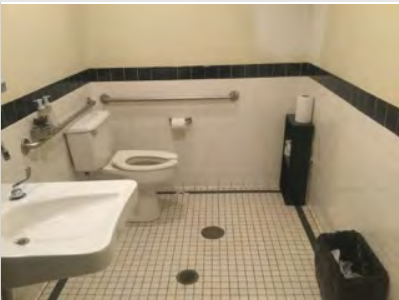


ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Additional Access												
14	Throughout the Building	1 B		Fire Alarms	N/A		No visible fire alarm provided within room		When fire system is updated, ensure that a visible fire alarm is installed in each room.	6	330	\$1980
Access to Goods and Services												
15	Stairway	1-B		Interior Access Route	N/A		Minimum vertical clearance at 80" minimum not provided	64"	Providing the 80" high vertical clearance minimum may be technically infeasible. Consider adding signage that says, "Low Headroom" or, "Low Ceiling".	1	116	\$116
Best Practice												
16	Stairway	1-B							Consider providing signage at the stair directing visitors to the accessible route outside of the building.	1		\$0
Access to Goods and Services												
17	Lower Level Entrance/ Exit	B	01	Doors, Doorways, & Gates	Vestibule		Mat not securely attached	-	Secure the mat.	1	Labor	\$0

Town of Arlington  
Jefferson Cutter House

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
18	Lower Level Entrance/ Exit	B	01	Means of Egress	N/A		Tactile exit sign not provided		Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above finished floor located on the latch side of the door.	1	116	\$116
Access to Goods and Services												
19	Lower Gallery	B	02	Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	26.5"	Provide at least 1 work surface with 27" min. knee and toe clearance.	1	350	\$350
20	Lower Gallery	B	02	Interior Access Route	N/A		Mat not securely attached	-	Secure the carpet.	1	Labor	\$0
Access to Goods and Services												
21	Route to Lower Gallery	B	06	Interior Access Route	N/A		Route < 36" wide	27.25"	Ensure that a clear width of 36" min. is maintained at the accessible route. Relocate the furniture. The route is allowed to narrow to a min. of 32" for 24" max. of depth.	1	Labor	\$0
Toilet & Bathing Rooms												
22	Toilet Room 1	B	07	Overall Access	Toilet Room		Audible and visible alarms not provided	-	When fire system is updated, ensure that a visible and audible fire alarm is installed.	1	346	\$346








Town of Arlington  
Jefferson Cutter House





ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
23	Toilet Rooms in Basement	B	07	Doors, Doorways, & Gates	Toilet Room		Door requires > 5 lbs. of force to open	15 lbs	Adjust closers so doors do not require more than 5 pounds of force to open.	2	Labor	\$0
Access to Goods and Services												
24	Toilet Rooms	B	07 08	Signage	Designation		Not provided	-	Locate signage with raised text duplicated in braille alongside the door on the latch side.  Provide a sign with the International Sign of Accessibility at the toilet room (08) that is brought into compliance.	2	116	\$232
Toilet & Bathing Rooms												
25	Toilet Room 2	B	08	Overall Access	Toilet Room		Audible and visible alarms not provided	-	When fire system is updated, ensure that a visible and audible fire alarm is installed.	1	346	\$346
26	Toilet Room 2	B	08	Single-User Toilet	N/A		Centerline < or > 18" (MAAB)	17.5"	Centerline is not entirely compliant but is usable. It complies with ADA 2010 Standards but is half an inch off of Massachusetts 521 CMR.	1	0	\$0
27	Toilet Room 2	B	08	Lavatory	N/A		Plumbing underneath is exposed Mirror above lavatory w/reflective surface > 40"	- 44"	Insulate or otherwise configure pipes to prevent contact, for at least one lavatory. Lower mirror so that the bottom surface is at 40" max. above finished floor.	1	174	\$174







Town of Arlington  
Jefferson Cutter House

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
28	Toilet Room 2	B	08	Single-User Toilet	N/A		Hook located > 48" high	60"	Locate hook no higher than 48" above the finished floor.	1	75	\$75
Approach and Entrance												
29	Entrance Route From Mystic Street	Ext.		Exterior Access Route	Walkway		Cross slope > 1:50 (2.00%) Running slope > 1:20 (5%) Surface is not stable, firm, and slip-resistant	3.8% 10.4% -	Renovate the entire brick walkway between the Mystic Street sidewalk and the first floor entrance. Reduce cross slope to be no steeper than 1:50 (2.00%). Reduce running slope to be no steeper than 1:20 (5%). (Cost estimate for leveling and relaying 50 ft. of brick.)	1	3500	\$3500
Access to Goods and Services												
30	Entrance Route From Mystic Street (Sign to Accessible Entrance)	Ext.		Signage	Directional		Non glare finish and contrast not provided	-	Provide signs with a non-glare finish with characters that have a high contrast to the background.	1	173	\$173
Approach and Entrance												
31	First Floor Entrance Facing Parking Lot	Ext.		Entrance	Main Entrance		International Symbol of Accessibility not provided Maneuvering clearance at door > 1:50 (2.00%)	- 9.8%	Provide the International Symbol of Accessibility. Provide an automatic door opener at an area where the surface is sloped no greater than 1:50 (2.00%). If possible, consider renovating slope at the entrance.	1	1703	\$1703
32	First Floor Entrance Facing Parking Lot	Ext.		Entrance	Main Entrance		Hardware not operable with a closed fist		Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	242	\$242

Town of Arlington  
Jefferson Cutter House

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Best Practice												
33	Front of Facility	Ext.							Inclusive Design: Provide a clear floor space of 36" wide min. by 48" deep min. so that a wheelchair user can sit alongside a person seated on the bench.	1		\$0
Approach and Entrance												
34	Lower Level Entrance	Ext.		Entrance	Main Entrance		International Symbol of Accessibility not provided		Provide the International Symbol of Accessibility.	1	173	\$173
Approach and Entrance												
35	Parking Lot	Ext.		Off-Street Parking Lot or Garage	Visitor		Total # of parking Total # of designated accessible parking spaces Total # of designated van accessible spaces Vehicle space < 96" wide at car space Running or cross slope at space > 1:50 (2.00%) Access aisle < 60" wide at car/van space Sign bottom < 60" above finished grade . Running or cross slope at access aisle > 1:50 (2.00%)	2 2 1 91" 5.2% 51" 5.2% 57"	In the municipal lot by the facility, provide at least one compliant van-accessible space that is at least 96" wide. Provide a marked access aisle that is at least 60" wide. Locate sign with the bottom of the sign 60" above the ground. Reduce running or cross slope to be no steeper than 1:50 (2.00%). Locate sign with the bottom of the sign 60" above the ground.	1	1452	\$1452
Best Practice												
36	Parking Lot	Ext.							Best Practice: Consider providing a 3' min. access aisle around at least one (1) electric vehicle charging station. Ensure this route connects to the charging port.	1		\$0

Town of Arlington  
Jefferson Cutter House

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
37	Parking Lot by Closest Accessible Space	Ext.		Exterior Access Route	Exterior		Level changes > 1/4" . Route not maintained in operable working condition	- -	Renovate the asphalt surface by the accessible parking space that is closest to the facility.  (Cost estimate for 5' by 5' asphalt area.)	1	216	\$216
Approach and Entrance												
38	Route Between Parking Lot and Sidewalk (Bottom)	Ext.		Exterior Access Route	Walkway		Level changes > 1/4"	-	Remove and re-level bricks by the asphalt area.  (Cost estimate for 5' by 5' brick area.)	1	700	\$700
Approach and Entrance												
39	Route Between Parking Lot and Sidewalk (Middle)	Ext.		Exterior Access Route	Walkway		Cross slope > 1:50 (2.00%)	3.9%	Reduce cross slope to be no steeper than 1:50 (2.00%).  (Cost estimate for 5' by 5' brick area.)	1	700	\$700
Approach and Entrance												
40	Route Between Parking Lot and Sidewalk (Top)	Ext.		Exterior Access Route	Walkway		Cross slope > 1:50 (2.00%)	6.7%	Reduce cross slope to be no steeper than 1:50 (2.00%).  (Cost estimate for 5' by 5' brick area.)	1	700	\$700

# Mount Pleasant Cemetery

Prepared by the



Institute for Human Centered Design



# Chapel and Office, Mount Pleasant Cemetery



## Town of Arlington ADA Transition Plan

November 2019



Institute for Human Centered Design

200 Portland Street, Boston, MA 02114  
www.IHCDesign.org • info@IHCDesign.org  
617-695-1225 voice/tty

### Chapel and Office, Mount Pleasant Cemetery

Year Built: 1903                      Year Renovated: 2015

#### Background

The Chapel at Mount Pleasant Cemetery, located at 70 Medford Street, contains two offices, a gathering space and inaccessible toilet rooms for women and men. The building has one main inaccessible entrance with two steps that everyone enters on the east side of the building.

No parking lot is provided at the facility and visitors typically park alongside the drive. Currently there is a dirt lot one story below the main entrance that is used by the grounds department as a service yard.

All public areas, including the Chapel, toilet rooms and offices are located on one level. Within the Chapel, no accessible spaces are provided in the assembly area. The public uses the facility for the toilet rooms, to get cemetery information, order and participate in funeral services and order and purchase lots, graves and columbarium niches. The busiest time of year for this facility occurs around Memorial Day.

#### Key Accessibility Issues

##### Main Entrance

The main entrance lacks an accessible route to it and has two six-inch steps.

##### Doors

Many doors lack a clear width of 32 inches minimum and lack hardware that is operable with a closed fist.

##### Assembly Area

There is seating for 92 people in the Chapel. Four wheelchair spaces should be provided alongside these seats. In addition, there is currently no accessible route to the altar area.

##### Toilet Rooms

Men’s and women’s single-user toilet rooms are provided but neither is large enough to be used as an accessible toilet room.

#### Additional Accessibility Issues

- Designation signage is not provided at the toilet room.
- The team could not identify a fire alarm system in the building.

#### Order of Magnitude Cost Estimates

- Provide a concrete dogleg ramp with handrails and three landings to the main entrance: \$14,032
- Renovate doors for hardware and clear width: \$2,716
- Provide wheelchair accessible spaces in the Chapel and an accessible route to the altar: \$2,062\*
- Provide an accessible single-user toilet room: \$12,302
- Fire alarm installation (estimate for 4 rooms): \$1,384
- Miscellaneous corrective actions (including exterior route, signage, etc.): \$246

**Total: \$ 32,742**

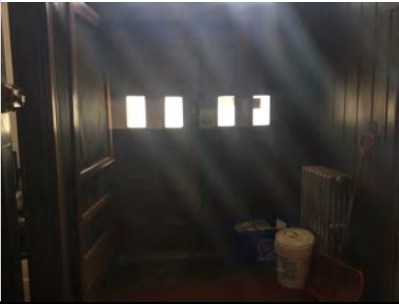



\*Additional costs may be needed for design in order to integrate wheelchair spaces alongside the existing pews.

#### Best Practice and Inclusive Design

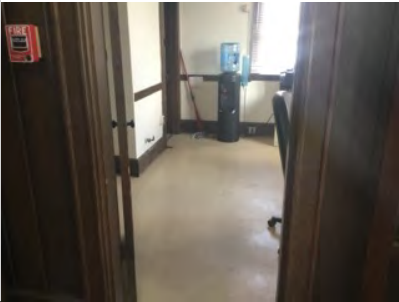
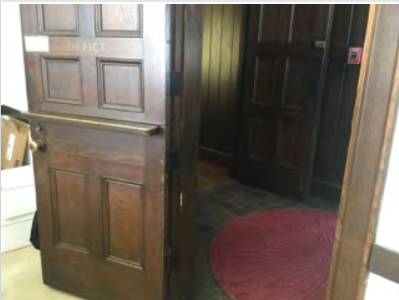
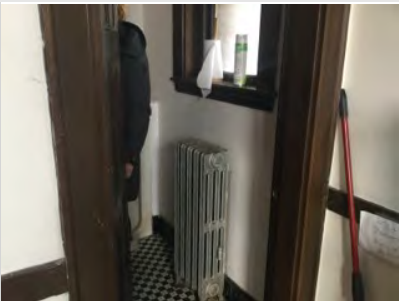

- Consider providing an accessible parking space on the drive by the main entrance. (Cost estimate: \$400 for marking and signage.)







Town of Arlington  
Chapel and Office, Mount Pleasant Cemetery

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
1	Cemetery Exit Door	1		Emergency Exit	N/A		Mat not securely attached	-	Ensure the mat is securely attached.	1	Labor	\$0
Access to Goods and Services												
2	Chapel	1		Assembly Area	N/A		Number of seats Number of designated wheelchair spaces Minimum # wheelchair spaces not provided	92 0 -	Provide four (4) wheelchair spaces that are 36" wide by 60" deep alongside a pew.  (Additional cost for design may be needed.)	4	373	\$1492
Access to Goods and Services												
3	Chapel	1		Assembly Area	N/A		Accessible route to stage not provided	-	Provide a temporary ramp up to the altar that can be put in place when needed. A permanent ramp may obstruct the circulation path and require that the seating layout be rearranged and capacity reduced. (Cost estimate for a 36" wide 7 foot long aluminum ramp without handrails.)	1	570	\$570
Additional Access												
4	Chapel	1		Fire Alarms	N/A		No visible fire alarm provided within room	-	When fire system is updated, ensure that a visible fire alarm is installed in each room.	4	346	\$1384

**Town of Arlington**  
**Chapel and Office, Mount Pleasant Cemetery**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
5	Door to Toilet Rooms	1		Doors, Doorways, & Gates	Circulation		Clear width at door < 32" Hardware not operable with a closed fist	31" -	Use offset hinges to widen the door so that there is 32" min. clear width. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	1358	\$1358
Access to Goods and Services												
6	Interior Doorway	1		Doors, Doorways, & Gates	Office		Clear width at door < 32" Hardware not operable with a closed fist	31" -	Use offset hinges to widen the door so that there is 32" min. clear width. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	1358	\$1358
Access to Goods and Services												
7	Men's and Women's Toilet Rooms	1		Doors, Doorways, & Gates	Toilet Room		Clear width at door < 32" Hardware not operable with a closed fist	27" -	Combine men and women's toilet rooms in order to provide one accessible toilet room. Ensure the door clearance is 32" minimum wide. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist. (Cost included in record #8).	1	-	\$0
Toilet & Bathing Rooms												
8	Men's and Women's Toilet Rooms	1		Overall Access	Toilet Room		Turning space not provided Accessible plumbing fixtures or stalls not provided	- -	Combine toilet rooms to create an accessible single-user toilet room.	1	12302	\$12302

Town of Arlington  
Chapel and Office, Mount Pleasant Cemetery

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
9	Men's/ Women's Toilet Room	1		Signage	Designation		Not provided	-	Locate signage alongside the door on the latch side. Ensure sign has raised characters duplicated in braille.	1	116	\$116
Approach and Entrance												
10	Exterior of Cemetery Building	Ext.		Exterior Access Route	Exterior		Accessible route not provided	-	Ensure an accessible route is provided to the display case. (Cost estimate is for a 5' x 6' asphalt area in front of display case.)	1	130	\$130
Approach and Entrance												
11	Main Entrance to Cemetery Building	Ext.		Entrance	Main Entrance		Entrance not on an accessible route	12"	Ensure an accessible route is provided into the Chapel. (Cost estimate is for a concrete dogleg ramp with handrails and three landings.)	1	14032	\$14032
Best Practice												
12	Main Entrance to Cemetery Building	Ext.							Best Practice: Consider providing an accessible parking space on the drive by the main entrance. (Cost estimate: \$400.)	1		\$0

# Other Town Owned Buildings

Prepared by the



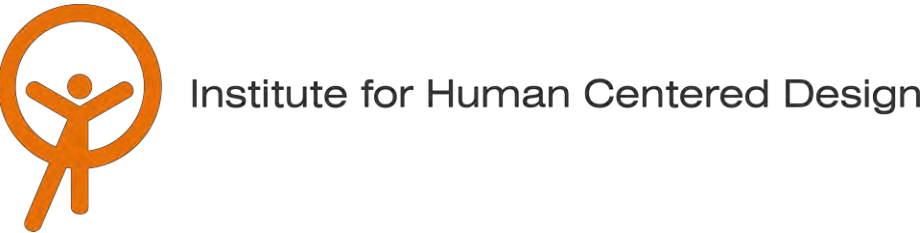
Institute for Human Centered Design

# Former Dallin Library



## Town of Arlington ADA Transition Plan

November 2019



200 Portland Street, Boston, MA 02114  
www.IHCDesign.org • info@IHCDesign.org  
617-695-1225 voice/tty

### Former Dallin Library

Year Built: 1937      Year Renovated: 1999

#### Background

The former Dallin Library building is located at 85 Park Avenue. Currently it houses offices for Arlington Community Media Inc. (ACMI), which is a non-profit television station that offers workshops, equipment and studio time. No Town of Arlington programs are currently located in the building.

Major spaces within the building include offices, a studio with a control room, and audio equipment and computers on the first floor. The basement contains an area with computers for editing and rendering, offices, a kitchen and a conference room.

There is a parking lot located on the northwest side with parking spaces provided for four (4) vehicles that is directly outside an entrance to the basement. There is one accessible on-street parking space that could provide access to the first floor.

There is no accessible vertical circulation route between the basement and level 1. If Town programs will be located in this building on both levels in the future, looking into providing an accessible means of vertical circulation is recommended.

#### Key Accessibility Issues

##### Parking Lot

No van-accessible parking space is provided in the parking lot.

##### Stair

Handrails between the basement and first floor have issues with handrail height, lack of extensions and one handrail has posts and is not continuous.

##### Toilet Rooms

A toilet room is provided on each level. Accessibility issues include clear floor space and turning space that is obstructed due to furniture; mirrors located higher than 40" max.; a toilet flush control that is not located on the open (transfer) side of the toilet,

and a side grab bar that is not mounted 12 inches maximum from the rear wall.

#### Additional Accessibility Issues

- The first floor entrance door lacks maneuvering clearance.
- Tactile egress signage is not provided at the emergency exits.
- Most designation signage lacks raised characters and/or braille.

#### Order of Magnitude Cost Estimates

- Provide a van-accessible parking space in the lot: \$925
- Provide tactile egress signage at exit doors and compliant designation signage: \$812
- Install compliant handrails at stairs: \$1,510
- Renovate two (2) toilet rooms: \$1,249

**Total: \$ 4,496\***

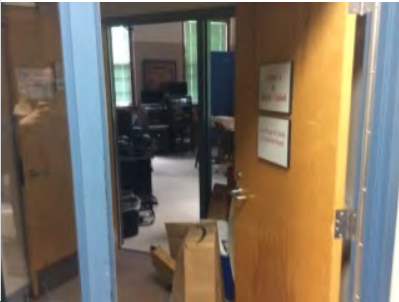
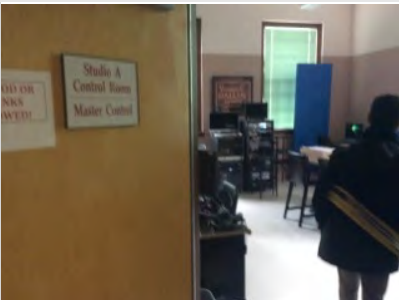


Note: An accessible means of vertical transportation is not included in this cost.

#### Best Practice and Inclusive Design

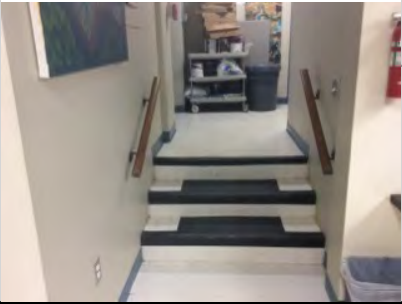



- At the Park Avenue entrance that is not in use anymore consider providing a large print sign with the International Symbol of Accessibility to minimize backtracking. In some cases, this could mean locating a sign at the beginning of a route, not just at the inaccessible entrances to a building.
- To increase visibility of stairs to first floor entrance, provide a contrast strip on each tread.
- Consider renovating the accessible on-street parking space that is provided near the first floor entrance. To improve accessibility, consider reducing the slope to be no steeper than 1:50 (2.00%) at the space in all directions. Also consider providing an access aisle at least five (5) feet wide that connects to the curb ramp on the corner.




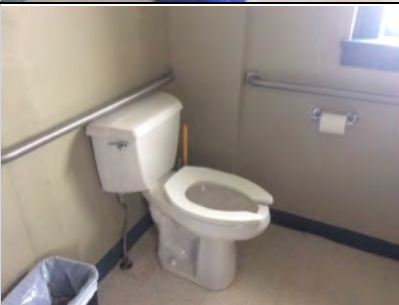
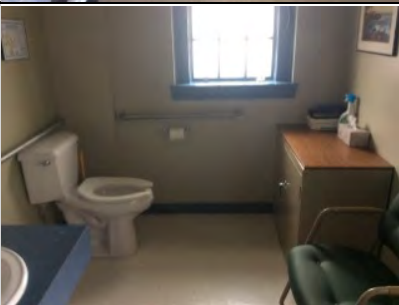

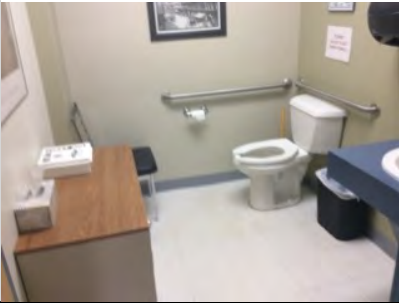
Town of Arlington  
Former Dallin Library

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
1	Door To Studio A	1	-	Signage	Designation		Raised characters not provided Braille not provided Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille. Locate sign at permanent rooms alongside the door on the latch side.	1	116	\$116
Access to Goods and Services												
2	Door To Studio A Control Room	1	-	Signage	Designation		Raised characters not provided Braille not provided Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille. Locate sign at permanent rooms alongside the door on the latch side.	1	116	\$116
Best Practice												
3	Park Ave Exit (Not in Use as an Entrance)	1	-		Signage				Consider providing a large print sign with the International Symbol of Accessibility to minimize backtracking at this entrance that is not in use any more. In some cases, this could mean locating a sign at the beginning of a route, not just at the inaccessible entrances to a building.	1		\$0
Approach and Entrance												
4	Parking Lot	1	-	Off-Street Parking Lot or Garage	Visitor		Total # of parking Total # of designated accessible parking spaces Total # of designated van accessible spaces	4 0 0	Provide one van accessible space and access aisle. Ensure that the sign has the designation "Van Accessible".	1	925	\$925






Town of Arlington  
Former Dallin Library

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
5	Route To Upper Level	1	-	Stairways	Interior		Handrail height < 34" or > 38" Handrails do not extend 12" from stairs	30" -	Alter so the handrails are 34"- 38" high above the floor. Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure handrails extend to one tread depth beyond the last riser.	4	Labor 100	\$400
Best Practice												
6	Stairs To Street Level Entrance	1	-		Stairs			-	Best practice: to increase visibility of stairs, provide a contrast strip on each tread.	1		\$0
Approach and Entrance												
7	Street Level Entrance	1	-	Emergency Exit	N/A		Maneuvering clearance(s) not provided	-	Relocate the fire extinguisher from the latch side of the door so that there is 12 inches of maneuvering clearance alongside the door.	1	Labor	\$0
Access to Goods and Services												
8	Toilet Room Near Recording Studio	1	-	Signage	Designation		Raised characters not provided Braille not provided Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille. Locate sign at permanent rooms alongside the door on the latch side. Relocate the cabinet to provide 18" x 18" of clear floor space in front of the sign.	1	116	\$116

Town of Arlington  
Former Dallin Library


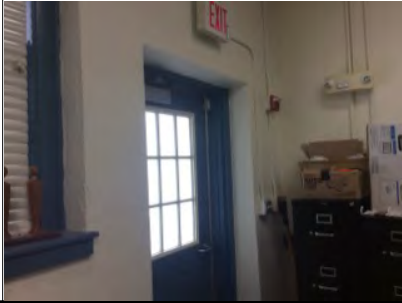


ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Toilet & Bathing Rooms												
9	Toilet Room Near Recording Studio	1	-	Lavatory	N/A		Toe or knee clearances not provided Mirror above lavatory w/reflective surface > 40"	- 52"	Relocate the recycling bin from underneath the lavatory. Lower mirror so that the bottom surface is at 40" max. above finish floor.	1	128	\$128
10	Toilet Room Near Recording Studio	1	-	Single-User Toilet	N/A		Side grab bar > 12" max. from the rear wall	18"	Provide wood blocking at side grab bar wall to provide a level surface for remounting the grab bar 12" max. from the rear wall. Relocate the side grab bar on the blocking to be no further than 12" max. from the rear wall.	1	453	\$453
11	Toilet Room Near Recording Studio	1	-	Single-User Toilet	N/A		Clearance at toilet < 72" clear depth > 42" clear at the water closet front edge	- 35"	Relocate file cabinet in front of toilet to provide a clear floor space that is 72" deep min. and ensure that there is at least 42" between the front edge of the water closet and the nearest obstruction.	1	Labor	\$0
Access to Goods and Services												
12	Basement Toilet Room	B	-	Signage	Designation		Raised characters not provided Braille not provided Sign not located on the latch side of the door	-	Provide text with raised characters duplicated in braille. Locate sign at permanent rooms alongside the door on the latch side.	1	116	\$116
Toilet & Bathing Rooms												
13	Basement Toilet Room	B	-	Overall Access	Toilet Room		Turning space not provided	35"	Remove interior furnishings in order to ensure turning space is provided in the room.	1	Labor	\$0

**Town of Arlington  
Former Dallin Library**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
14	Basement Toilet Room	B	-	Lavatory	N/A		Mirror above lavatory w/reflective surface > 40" Dispensers not within reach range	49" 49"	Lower mirror so that the bottom surface is at 40" max. above finish floor. Relocate paper towel dispenser to 42" max. above the floor.	1	481	\$481
15	Basement Toilet Room	B	-	Single-User Toilet	N/A		Flush control not on open side	-	Relocate the flush control to the open side.	1	187	\$187
Access to Goods and Services												
16	Conference Room	B	-	Signage	Designation		Sign not located on the latch side of the door Braille not provided	-	Provide a sign with braille. Locate sign at permanent rooms alongside the door on the latch side.	1	116	\$116
17	Conference Room	B	-	Means of Egress	N/A		Tactile exit sign not provided Directional sign to accessible emergency exit not provided	-	Provide a directional sign indicating the location of the nearest emergency exit. Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above finish floor located on the latch side of the door.	1	116	\$116
Access to Goods and Services												
18	Equipment Closet	B	-	Operable Parts	Equipment		Clear floor space is not provided Reach < 15" or > 48"(forward/side approach)	- 72"	Relocate stored items so there is a 36" clear route through the space. Relocate film production gear to be between 15"- 48" above finish floor.	1	Labor	\$0



Town of Arlington  
Former Dallin Library

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
19	Equipment Closet	B	-	Signage	Designation		Sign not located on the latch side of the door	-	Locate sign at permanent rooms alongside the door on the latch side. Relocate the furniture to provide 18" x 18" of clear floor space in front of the sign.	1	Labor	\$0
Access to Goods and Services												
20	Side Accessible Entrance Near Editing Level	B	-	Means of Egress	N/A		Tactile exit sign not provided	-	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above finish floor located on the latch side of the door. The cabinet should be relocated to provide 18" x 18" of clear floor space in front of the sign.	1	116	\$116
Access to Goods and Services												
21	Stairwell To Upper Level	B	-	Stairways	Interior		Handrail height < 34" or > 38" Handrail not provided on both sides Handrails do not extend 12" from stairs Handrails not continuous where required	33"	Ensure that at least one compliant handrail is provided on one side. Locate the handrail 34"-38" high above the floor. Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure handrails extend to one tread depth beyond the last riser. Ensure that handrail is continuous and returns to a wall, guard, or the landing surface.	1	Labor 1110	\$1110
Best Practice												
22	On-Street Parking	Ext.	-		On-Street Parking		Total # of parking Total # of designated accessible parking spaces Running or cross slope at space > 1:50 (2.00%)	5 1 10%	Best practice: Consider renovating the accessible on-street parking space that is provided near the first floor entrance. To improve accessibility, consider reducing the slope to be no steeper than 1:50 (2.00%) at the space. Also consider providing an access aisle that is connected to the curb ramp at the corner.	1		\$0



# Jarvis House



## Town of Arlington ADA Transition Plan

November 2019



Institute for Human Centered Design

200 Portland Street, Boston, MA 02114  
www.IHCDesign.org • info@IHCDesign.org  
617-695-1225 voice/tty

### Jarvis House

Year Built: 1831                      Years Renovated: 1972, 2011

#### Background

The Jarvis House, a two-story building located at 50 Pleasant Street, houses the Legal Department of the Town of Arlington. The Legal Department provides legal representation and advice to the Town Manager, the Select Board, and all other officials, departments, and commissions of the Town of Arlington.

The Jarvis House is a historically significant building and registered historic site. The building has two levels and no accessible entrances or exits. There is one main entrance and two emergency exits. Currently, the Town is planning a ramp for the main entrance. There is no accessible route between the two floors. No accessible toilet room is provided.

Three (3) parking spaces are provided for the Jarvis House in a lot that it shares with an apartment building, but none of these is accessible.

#### Key Accessibility Issues

##### Parking Lot

Accessibility issues include a lack of a van-accessible space in the parking lot.

##### Entrances

There's a level change of 14 inches at the main entrance.

##### Interior Access Routes

There is no accessible route between the two levels of the building or to the conference room, due to stairs. Staff should make it policy to meet with people who are unable to navigate stairs on the accessible portion of the first floor.

##### Doors

Doors throughout the building lack maneuvering clearance, lack a clear width of 32 inches, or lack hardware that is operable with a closed fist.

##### Toilet and Bathing Rooms

There is no accessible toilet room on the first floor.

##### Additional Accessibility Issues

- Signage at the emergency exits is not compliant.
- At one office, a work surface lacks toe/knee clearance.
- Visible fire alarms are not present throughout the building.

#### Order of Magnitude Cost Estimates

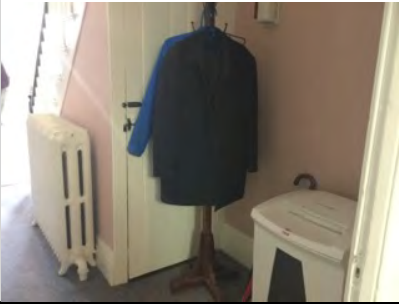


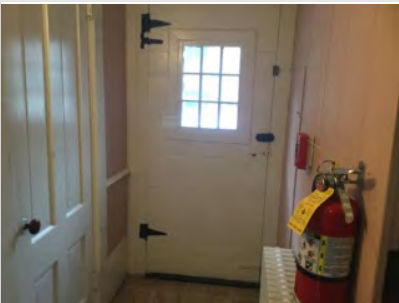
- Provide a van-accessible parking space in the lot: \$400
- Install a compliant painted wood ramp at the main entrance: \$4,827
- Renovate emergency exit doors and provide compliant signage: \$1,822
- Install compliant hardware at doors throughout the building: \$3,388\* (NB: Historical hardware may add additional cost)
- Install an accessible toilet room: \$12,302
- Fire alarm installation (estimate is for eight (8) rooms): \$2,640
- Miscellaneous corrective actions (including an accessible work surface, signage, protruding objects, etc.): \$698

**Total: \$ 26,077**



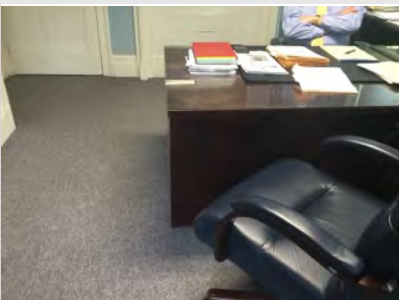
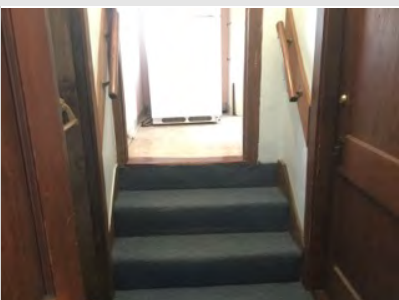
#### Best Practice and Inclusive Design

- At the emergency exit by the conference room, consider making an accessible route at the exterior. This route could also be used to get the public into the conference room that is located at a lower level than most of the first floor.

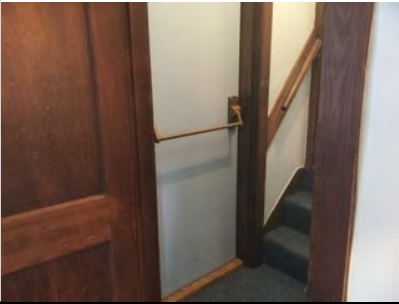
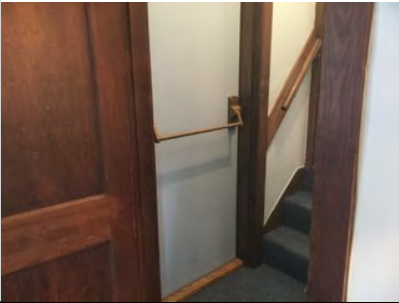


Town of Arlington  
Jarvis House

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
1	Front Hall	1		Operable Parts	Clothes Rod/Hooks		Reach < 15" or > 48"(forward/side approach)	60.5"	Provide an alternate coat rack with hooks 15"-48" above finish floor.	1	Labor	\$0
Approach and Entrance												
2	Main Office	1		Entrance	Other		Mat not securely attached	-	Secure the mats.	3	Labor	\$0
Access to Goods and Services												
3	Main Office	1		Doors, Doorways, & Gates	Office		Maneuvering clearance(s) not provided	21"	The chair acts as an obstruction to the door maneuvering clearance, and must be moved to a new location.	1	Labor	\$0
Approach and Entrance												
4	Northwest Emergency Exit	1		Emergency Exit	N/A		Directional sign to accessible emergency exit not provided Emergency exit not on an accessible route Maneuvering clearance(s) not provided Hardware not operable with a closed fist	- - - -	Provide a directional sign indicating the location of the nearest emergency exit. Exit is not level but hardware should be replaced. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	358	\$358

Town of Arlington  
Jarvis House



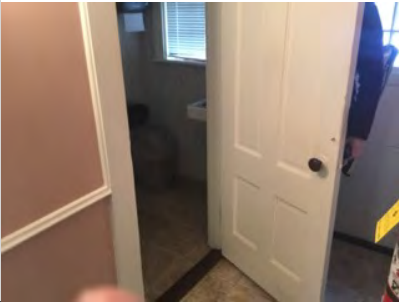
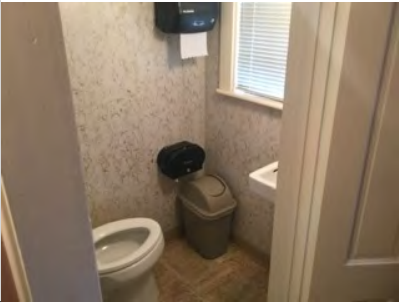
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
5	Northwest Emergency Exit	1		Means of Egress	N/A		Tactile exit sign not provided	-	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above finish floor located on the latch side of the door.	1	116	\$116
Access to Goods and Services												
6	Rear Office	1		Interior Access Route	N/A		Obstructed by protruding objects	77"	Providing the 80" high minimum might be technically infeasible. Consider adding signage that says, "Low Headroom" or, "Low Ceiling."	1	116	\$116
Access to Goods and Services												
7	Right Front Office	1		Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	9"	Provide at least 1 work surface with 27" min. knee and toe clearance on the public side.	1	350	\$350
Access to Goods and Services												
8	Route to Conference Room	1		Interior Access Route	N/A		Accessible route not provided		The conference room is not located on an accessible route. Relocate meetings with the public to the accessible portion of the first floor.	1	Policy	\$0

Town of Arlington  
Jarvis House

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
9	Southwest Emergency Exit	1		Emergency Exit	N/A		Emergency exit not on an accessible route Directional sign to accessible emergency exit not provided Clear width at door < 32"	<ul style="list-style-type: none"><li>-</li><li>-</li><li>-</li></ul>	Provide a directional sign indicating the location of the nearest emergency exit. Exit is not level but door width should be addressed. Use offset hinges to widen the door so that there is 32" min. clear width.	1	1232	\$1232
Access to Goods and Services												
10	Southwest Emergency Exit	1		Means of Egress	N/A		Tactile exit sign not provided	<ul style="list-style-type: none"><li>-</li><li>-</li><li>-</li></ul>	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above finish floor located on the latch side of the door.	1	116	\$116
Access to Goods and Services												
11	Stairs to Second Floor	1		Interior Access Route	N/A		Accessible route not provided		The second floor offices are not located on an accessible route. Ensure that staff is able to meet with the public on the first floor.	1	Policy	\$0
Additional Access												
12	Throughout Building	1		Fire Alarms	Office		No visible fire alarm provided within room	<ul style="list-style-type: none"><li>-</li><li>-</li></ul>	When fire system is updated, ensure that a visible fire alarm is installed in each room. (Cost for visible alarms.)	8	330	\$2640

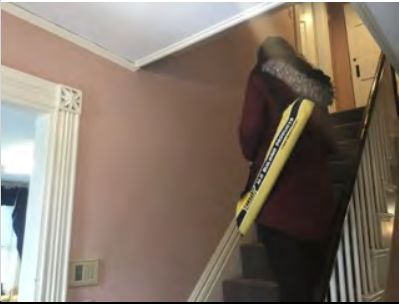





Town of Arlington  
Jarvis House

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
13	Throughout Building	1		Doors, Doorways, & Gates	Circulation		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.  NB: Historic hardware may have additional cost.	10	242	\$2420
14	Throughout Building	1		Doors, Doorways, & Gates	Circulation		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.  NB: Historic hardware may have additional cost.	4	242	\$968
Access to Goods and Services												
15	Toilet Room	1		Signage	Designation		Not provided	-	Locate sign with raised characters and braille alongside the door on the latch side.	1	116	\$116
Toilet & Bathing Rooms												
16	Toilet Room	1		Overall Access	Toilet Room		Accessible plumbing fixtures or stalls not provided	-	Add an accessible single-user toilet room.	1	12302	\$12302



Town of Arlington  
Jarvis House

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
17	Front Stairway	2		Interior Access Route	N/A		Minimum vertical clearance not provided.	69.75"	Providing the 80" high minimum might be technically infeasible. Consider adding signage that says, "Low Headroom" or, "Low Ceiling."	1	116	\$116
Approach and Entrance												
18	Main Entrance	Ext		Entrance	Main Entrance		Entrance not on an accessible route	14"	Provide a ramp with a 5' by 5' platform at the front door. (Cost estimate for a painted wood ramp with a 14' ramp run and two 5' platforms.)	1	4827	\$4827
Approach and Entrance												
19	Parking Lot	Ext		Off-Street Parking Lot or Garage	N/A		Total # of parking Total # of designated accessible parking spaces Total # of designated van accessible spaces	3 0 0	Provide one van accessible space with a access aisle and signage.	1	400	\$400
Best Practice												
20	Emergency Exit	Ext.							Consider making an accessible route from this emergency exit. This route could also be used to get the public into the conference room that is located at a lower level than most of the first floor.	1		\$0

# Mount Gilboa House



## Town of Arlington ADA Transition Plan

November 2019



Institute for Human Centered Design

200 Portland Street, Boston, MA 02114  
www.IHCDesign.org • info@IHCDesign.org  
617-695-1225 voice/tty

# Mount Gilboa House

Year Built: 1924

## Background

Mount Gilboa House is located at 1 Mount Gilboa Road. Currently no Town programs are located within the house, and the Town is renting out the property as a residence. The Town plans to consider utilizing this house as a residence for the near future.

There are severe accessibility issues with this house including lack of an accessible entrance, lack of an accessible route between floors, doors that lack a 32-inch clear width and lack of accessible toilet rooms. Major renovations will be needed to make this facility accessible and would most likely be technically infeasible. IHCD recommends not locating public programs at this building.

# Town Hall and Annex



## Town of Arlington ADA Transition Plan

November 2019



Institute for Human Centered Design

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### Arlington Town Hall and Annex

Year Built: 1913                      Year Renovated: 2011

#### Background

The Arlington Town Hall and Annex is a municipal and administrative building for the Town of Arlington located at 730 Massachusetts Avenue. The Town Hall portion of the building is two (2) stories high, and the “Annex” section of the building, which was an addition to the original Town Hall, is three (3) stories. There are four (4) entrances into the building, a main entrance area on Massachusetts Avenue, and three (3) on Academy Street from the staff parking lot. Two (2) entrances allow access into the Town Hall portion of the building, and two (2) entrances allow access into the Annex portion of the building. One entrance for the Town Hall and one entrance for the Annex have minor accessibility issues. The accessible route to the Mass Avenue entrance requires surface repairs.

The Town Hall portion of the building has two (2) floors serviced by stairs and a central elevator. Other vertical mobility is provided by vertical lifts to the Treasurer’s and the Board of Assessor’s Offices as well as men’s and women’s toilet rooms. In addition to these offices, the Town Hall portion of the building houses the auditorium and accessible toilet room on the first floor, and the Select Board and Hearing Room, Lyons Hearing Room, Town Clerk’s Office, and auditorium balcony on the second floor.

The Annex portion of the building has three (3) floors serviced by an elevator, a lift and an egress stair (near Academy Street). This area houses the Voting Registrar, Town Manager’s Office, Planning and Community Development, Select Board’s Office, Veteran’s Services, Human Resources Office, Arlington Credit Union, Arlington Webmaster, the GIS Office, the bridal room, a kitchen, and an auditorium.

Parking for the building is serviced by a parking lot adjacent to the building on Academy Street. There are two (2) designated accessible spaces in this lot and three (3) visitor spaces.

### Key Accessibility Issues

#### Exterior Access Routes

Accessibility issues include brick walkways throughout the outdoor access routes. Due to the age of these bricks and walkways, the walkways have surface openings of more than ½ inch maximum and level changes that are greater than ¼ inch. This severely compromises the access to the Town Hall and Annex entrances. In addition the brick surface on Massachusetts Avenue is not level and not maintained in operable working condition.

#### Parking Lot and On-Street Parking

Accessibility issues include a lack of signage at the van-accessible space in the parking lot. The sidewalk alongside the on-street accessible parking space is not level and clear for a lift to lower onto it. A curb cut is not provided by this space.

#### Entrances

At the main entrance doors lack the clear width required; each leaf is less than 32 inches, and the automatic door opener provided only opens one leaf.

#### Interior Access Routes

Accessibility issues include routes that are narrower than the allowable 36” minimum clear width, routes that have protruding objects, and a lack of vertical clearance along routes due to low ceilings.

#### Doors, Doorways, and Gates

Doors throughout the building lack maneuvering clearance. Further issues include doors which are not at least 32” wide, doors that have hardware that is not operable with a closed fist, and doors that require more than 5 lbs. of force to open.

#### Elevators and Vertical Lifts

On the day of the initial survey, the vertical lift (the only accessible route to offices) in the Annex was not independently operable because the bottom door was left open. Additional accessibility issues include elevator car controls that are located

higher than 48 inches within the elevator cabin in the Annex elevator.

Service Counters and Work Surfaces

A large portion of service counters in the building lack a compliant 36” high portion. Additionally, conference room tables and other work surfaces in offices lack compliant knee clearance.

Assembly Area

Fixed seating is only provided on the balcony of the theater but there are no accessible spaces or aisle designated seats with folding or retractable arms. For the short-term, ensure five (5) accessible spaces and companion seating are provided on the first floor. For the long-term, study the feasibility of providing five (5) accessible spaces alongside fixed seats on the balcony. At least 5% (four (4)) of the total number of aisle seats provided must be identified by a sign or marker and have folding or retractable armrests. If audible communication is integral to the use of the space, provide an assistive listening system and the required signage. Assistive listening devices must be kept charged and maintained. Twenty-five percent of (but no fewer than two) receivers shall be hearing aid compatible in accordance with ADA 706.3.

Toilet and Bathing Rooms

Public toilet rooms serve major meeting rooms on Level 1 of the Town Hall and Level 1 of the Annex. In addition, a single-user public toilet room is provided on Level 3 of the Annex. Major accessibility issues include the lack of an accessible compartment and a compliant urinal. Issues with lavatories include lack of knee and toe clearance, exposed pipes underneath the lavatory, and mirrors that are mounted higher than 40” above the finished floor. The three toilet rooms located on the first floor of the Town Hall have minor accessibility issues and do not need to be reconfigured. A toilet room located on Level 2 of the Annex is located up a flight of stairs and directional signage should be provided directing visitors to the nearest accessible toilet room.

Additional Accessibility Issues

- Some designation signage in the building lacks braille and raised characters.
- The sink in the bridal room lacks knee clearance.
- Stairways in the building lack handrails or have non-compliant handrails.
- The team could not identify a fire alarm system in many public rooms.
- Drinking fountains for standing users act as protruding objects; some drinking fountains are non-functional; and there is a lack of drinking fountains for standing users on two floors in the Annex.

**Order of Magnitude Cost Estimates**

- Renovate exterior routes: \$ 4,700
- Install an automatic door opener at the main entrance that opens both leaves simultaneously: \$1,350
- Repair interior doors (including installing automatic door openers): \$9,142
- Install compliant handrails at Annex stair: \$2,220
- Renovate elevator car control: \$17,550
- Provide compliant signage: \$2,668
- Install seven (7) accessible service counters: \$3,080
- Provide three (3) accessible work surfaces: \$1,050
- Provide accessible spaces in auditorium: \$1,800\*
- Provide an assistive listening system: \$6,250
- Renovate toilet rooms: \$7,448
- Repair drinking fountain (including standing-height fountain installation): \$4,918
- Fire alarm installation (note: estimate is for 16 rooms; total number of installations may vary): \$5,536
- Miscellaneous corrective actions (including parking spaces, operable parts, sink knee clearance, etc.): \$2,322

**Total: \$ 70,034**

\*IHCD recommends a study to determine if it is feasible to install wheelchair and companion spaces in the auditorium balcony.

**Best Practice and Inclusive Design**

Detectable Warning

- Detectable warnings are not provided on either side of the crosswalk directly in front of the main entrance on Mass. Ave. Because it is not a state or federal road they are not required by the department of transportation, but It would be best practice to add them to alert blind and low vision pedestrians before they enter the street.

Wayfinding

Wayfinding is an inclusive design concern, but not addressed in accessibility standards. A wayfinding study of the facility would be useful. IHCD would be pleased to undertake a wayfinding study of the building, but it is outside the scope of this project. A couple of recommendations that would help to alleviate the problem include:

- Provide clear information about the locations of destination spaces at each entrance.
- Focus attention on providing information at the key decision points inside the building.
- Provide clear information and maps on the website showing destination points and accessible routes around Town Hall and the Annex so that the public can plan routes ahead of time.
- Because they are two separate buildings that are not connected by an accessible route, consider providing clear exterior and directional signage denoting the location, relationship and footprint of the Town Hall and the Annex.
- Consider providing clearer directories in both buildings to help people navigate, especially in places where the accessible route is different than the general circulation route to the area. At the lifts, consider providing directional signage about destination points.
- The main entrance lobby of the Town Hall has no informational or directional signage detailing the location of the auditorium, Annex, offices and meeting rooms. Consider providing wayfinding signage at this point and clearer signage denoting the location of the elevator. In addition, information



- should be provided about the accessible route to the Annex, Assessor's Office and Treasurer's Office.
- At the directional sign directing people to pass through the auditorium on Level 2 of the Town Hall to get to the Annex: consider providing a clearer permanent sign and consider providing information about the accessible route to the Annex (as this route narrows to 24" wide).
  - The accessible route through the entire building (Town Hall and Annex) is very complicated and involves taking a vertical lift, exiting the building, and reentering the building at a specific entrance to take a different lift. Due to the complex circulation factors, uniform clear signage is recommended to help with wayfinding issues.
  - At the main entrance on Massachusetts Avenue, the accessible route to the main entrance is not clear to see (It is located off to the side behind a bike rack and wall). Provide a directional sign at the base of the stair directing people to the accessible route on the west side.

Stairs

- Consider providing at least one handrail at the monumental stairs between the Town Hall and Annex.
- Consider providing compliant handrails at the main entrance 34"- 38" high above the ground with compliant extensions.
- At the inaccessible entrance to the Planning Office, consider providing at least one handrail.

Toilet Room

- In the toilet rooms on Level 1 of Town Hall, toilet paper dispensers are not provided and toilet paper rolls are located on a shelf. Consider providing toilet paper dispensers, as grabbing and using the toilet paper roll would require grasping and fine motor skills.

Exterior Route Improvement

- In order for a person who cannot navigate stairs to get into the Annex they must go outside the building and enter a different entrance. Consider providing a covered connector at this area.

- Consider providing a clear and safe pedestrian walkway in the parking lot on the route between the main entrance to the Town Hall and west Town Hall entrance and Annex entrance.

Benches

- Consider providing clear floor space of 36" wide minimum by 48" deep alongside one bench in Town Hall so that a wheelchair user can sit alongside someone sitting on the bench.

Auditorium





- Best Practice: In the balcony, install textured rubber caps on the stair nosings in a contrasting color and add hand holds wherever possible. Consider adding floor level lighting. Work with the Disability Commission to improve safety for visually impaired visitors to the balcony.

Lighting




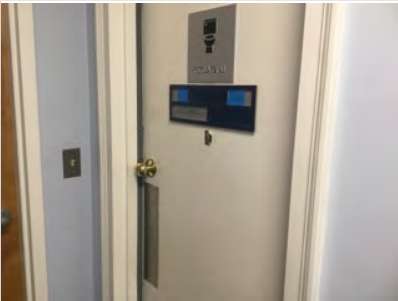

- Best Practice: There are a variety of ways to improve lighting inside and outside the building that can help people with low vision and make the building safer for everyone. Consider working with a lighting consultant to improve the building usability.






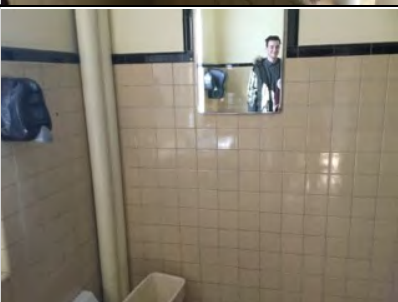

Town of Arlington  
Town Hall and Annex

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
1	Annex Exits	1		Means of Egress	N/A		Tactile exit sign not provided		Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above finish floor located on the wall beside the latch side of the door.	2	116	\$232
Access to Goods and Services												
2	Annex, Counter at Entrance of Planning Offices	1		Service Counter	N/A		Counter > 36" high	41.5"	Provide a counter that is 36" max. above the ground or finished floor.	1	440	\$440
Additional Access												
3	Annex, Near Planning Offices	1		Drinking Fountains	Low		No drinking fountain provided for standing users Operable parts malfunctioning	- -	Provide an additional drinking fountain for standing users or install a hi-lo drinking fountain. Repair or replace drinking fountain to ensure operable parts can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	2014	\$2014
Best Practice												
4	Annex, Planning and Community Development Inaccessible Route	1						-	Stair: Consider providing at least one handrail.	1		\$0






Town of Arlington  
Town Hall and Annex

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
5	Annex, Planning Conference Room	1		Operable Parts	Clothes Rod/Hooks		Reach < 15" or > 48"(forward/side approach)	60"	Relocate the coat rack to be 48" max. above finished floor.	1	128	\$128
Access to Goods and Services												
6	Annex, Planning Office	1		Operable Parts	Clothes Rod/Hooks		Reach < 15" or > 48"(forward/side approach)	61.25"	Relocate the coat rack to be 48" max. above finished floor.	1	128	\$128
Approach and Entrance												
7	Annex, Route to Accessible Entrance	1		Exterior Access Route	Walkway		Surface openings > 1/2" Route not maintained in operable working condition	.75" -	Patch the section where brick meets asphalt so that there are no openings greater than 1/2" or bumps. Repair and maintain brick route to accessible entrance to ensure that there are no changes in level greater than 1/4" and no openings wider than 1/2". (Cost estimate based on installation for a 15' long concrete route.)	1	345	\$345
Access to Goods and Services												
8	Annex, Toilet Room in Planning Offices	1		Doors, Doorways, & Gates	Toilet Room		Clear width at door < 32" Hardware not operable with a closed fist Door requires > 5 lbs. of force to open	31" - 15 lbs.	Use offset hinges to ensure that there is 32" minimum clear at the door. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist. Adjust closers so doors do not require more than 5 pounds of force to open.	1	1358 Labor	\$1358
9	Annex, Toilet Room in Planning Offices	1		Doors, Doorways, & Gates	Toilet Room		Maneuvering clearance(s) not provided	-	Provide an automatic door opener.	1	1530	\$1530

Town of Arlington  
Town Hall and Annex



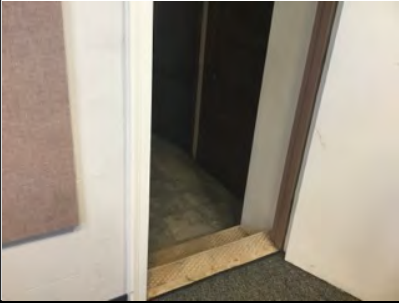

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Toilet & Bathing Rooms												
10	Annex, Toilet Room in Planning Offices	1		Overall Access	Toilet Room		Accessible plumbing fixtures or stalls not provided	-	Provide one accessible wheelchair stall.	1	3091	\$3091
11	Annex, Toilet Room in Planning Offices	1		Lavatory	N/A		Toe or knee clearances not provided	-	Provide at least one lavatory with knee and toe clearance positioned for a forward approach.	1	843	\$843
12	Annex, Toilet Room in Planning Offices	1		Dispensers	Paper Towel Dispenser		Controls > 42" high Not operable with a closed fist Dispenser acts as a protruding object	43.5" - 9'	Relocate paper towel dispenser so the operable part is 42" max. above the finish floor. Provide a dispenser that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist. Relocate dispenser out of the circulation path.	1	823	\$823
13	Annex, Toilet Room in Planning Offices	1		Lavatory	N/A		Mirror above lavatory w/reflective surface > 40"	49"	Lower mirror so that the bottom surface is at 40" max. above finish floor.	1	128	\$128
14	Annex, Toilet Room in Planning Offices	1		Urinal	N/A		Rim > 17" high Flush control is > 44" high or not properly located	23" 51.5"	Provide at least one urinal with the rim no higher than 17" above the finish floor. Mount flush control at 44" max. above the finish floor.	1	1811	\$1811

Town of Arlington  
Town Hall and Annex

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
15	Annex, Accessible Entrance to Planning	1		Platform Lift or LULA Elevator	Interior		Not independently operable	-	On the initial day of survey, the lift was not operable because the bottom door was left open. Ensure the lift is maintained and functional.	1	Labor	\$0
Access to Goods and Services												
16	Annex,Elevator	1		Elevator	Interior		Elevator car control > 48"	57"	Car controls insidethe elevator are located at 57" high. Relocate control panel so the highest control is 48" or lower.  Ensure button lights work.	1	17550	\$17550
Access to Goods and Services												
17	Assessor's Office	1		Signage	Designation		Raised characters not provided Braille not provided		Provide text with raised characters duplicated in braille.	1	116	\$116
Access to Goods and Services												
18	Bridal Room	1		Doors, Doorways, & Gates	Other		Mat not securely attached	-	Secure the rug.	1	Labor	\$0
19	Bridal Room	1		Doors, Doorways, & Gates	Other		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	242	\$242








Town of Arlington  
Town Hall and Annex






ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Additional Access												
20	Bridal Room	1		Sink	Other		Toe and knee clearances not provided	-	Ensure there is a 27" knee clearance positioned for a forward approach.	1	843	\$843
Approach and Entrance												
21	Massachusetts Avenue Sidewalk by Academy Street	1		Exterior Access Route	Sidewalk		Route not maintained in operable working condition		Ensure the sidewalk is maintained in operable working condition. Level and reset bricks.	1	440	\$440
Access to Goods and Services												
22	Route From Planning Conference Room to Stage	1		Doors, Doorways, & Gates	Circulation		Clear width at door < 32"	30"	Use offset hinges to ensure the door has a clear width of 32" minimum.	1	1116	\$1116
Best Practice												
23	Town Hall Main Entrance Lobby	1							Wayfinding: The main entrance lobby has no informational or directional signage about the location of the auditorium, Annex, offices and meeting rooms. Consider providing wayfinding signage at this point and clearer signage denoting the location of the elevator. In addition, information should be provided about the accessible route to the Annex, Assessor's Office and Treasurer's Office.	1		\$0



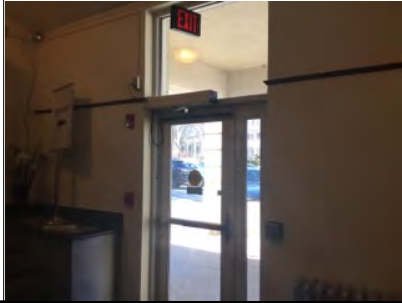



Town of Arlington  
Town Hall and Annex

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Best Practice												
24	Town Hall, Stepped Routes to Annex	1						-	Stair: Consider providing at least one handrail.	2		\$0
Best Practice												
25	Town Hall, Accessible Route To Board of Assessors	1						-	Wayfinding: Consider providing directional signage at the lift indicating the accessible route and where it leads (destination points).	1		\$0
Best Practice												
26	Town Hall, Accessible Route To Treasurer	1						-	Wayfinding: Consider providing directional signage at the lift indicating the accessible route and where it leads (destination points).	1		\$0
Access to Goods and Services												
27	Town Hall, Accessible Toilet Room	1		Signage	Designation		Sign not located on the latch side of the door		Locate sign at permanent rooms alongside the door on the latch side.	1	Labor	\$0
28	Town Hall, Accessible Toilet Room	1		Operable Parts	Other		Reach < 15" or > 48"(forward/side approach)	- -	Relocate toilet paper to be between 15"- 48" above finish floor. Best Practice: Provide a toilet paper dispenser.	1	Labor	\$0






Town of Arlington  
Town Hall and Annex

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Toilet & Bathing Rooms												
29	Town Hall, Accessible Toilet Room	1		Lavatory	N/A		Plumbing underneath is exposed	-	Insulate or otherwise configure pipes to prevent contact at lavatory.	1	46	\$46
30	Town Hall, Accessible Toilet Room	1		Single-User Toilet	N/A		Clearance at toilet < 60" clear width	- -	Provide a clear floor space that is 60" wide min. at the toilet. Relocate trash can.	1	Labor	\$0
Access to Goods and Services												
31	Town Hall, Board Of Assessors Office	1		Service Counter	N/A		Counter > 36" high	40"	Provide a counter that is 36" max. above the ground or finished floor.	1	440	\$440
32	Town Hall, Board Of Assessors Office	1		Dining or Work Surfaces	Work Surface		Top of dining/work surface < 28" or > 34"	37"	Provide at least 1 work surface with tops between 28"- 34" above the floor and 27" clear height underneath.	1	350	\$350
Additional Access												
33	Town Hall, Corridor Near Treasurer	1		Drinking Fountains	Hi-Lo		Inadequate water flow Standing height fountain does not have cane protection	- -	Repair drinking fountain to provide adequate water flow. Provide a cane-detectable barrier skirt under the high unit.	1	445	\$445

Town of Arlington  
Town Hall and Annex






ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
34	Town Hall, Exits To Staff Parking Lot and Garden (2 Exit Doors)	1		Means of Egress	N/A		Tactile exit sign not provided	- -	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above finish floor located on the latch side of the door.	2	116	\$232
Access to Goods and Services												
35	Town Hall, Front Hall	1		Doors, Doorways, & Gates	N/A		Mat not securely attached	-	Secure the mats.	5	Labor	\$0
Access to Goods and Services												
36	Town Hall, Front Toilet Rooms (Men's and Women's Toilet Rooms)	1		Interior Access Route	N/A		Obstructed by protruding objects	-	Remove drapes in toilet rooms.	2	Labor	\$0
Best Practice												
37	Town Hall, Main Entrance Bench	1							Consider providing clear floor space of 36" wide min. by 48" deep alongside one bench in Town Hall so that a wheelchair user can sit alongside someone sitting on the bench.	1		\$0

Town of Arlington  
Town Hall and Annex

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
38	Town Hall, Men's Toilet Room Near Treasurer	1		Signage	Designation		Raised characters not provided Braille not provided Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille. Locate sign at permanent rooms alongside the door on the latch side.	1	116	\$116
39	Town Hall, Men's Toilet Room Near Treasurer	1		Doors, Doorways, & Gates	Toilet Room		Maneuvering clearance(s) not provided	-	Relocate the trash can away from the latch side of the door.	1	Labor	\$0
Access to Goods and Services												
40	Town Hall, Near Board of Assessors Office	1		Signage	Informational		Non glare finish and contrast not provided	- -	Provide signs with a non-glare finish with characters that have a high contrast to the background.	1	116	\$116
41	Town Hall, Near Board of Assessors Office	1		Doors, Doorways, & Gates	Office		Mat not securely attached	-	Secure the mat.	1	Labor	\$0
Additional Access												
42	Town Hall, Near Board of Assessors Office	1		Drinking Fountains	Hi-Lo		Inadequate water flow Standing height fountain does not have cane protection	- -	Repair drinking fountain to provide adequate water flow. Provide a cane-detectable barrier skirt under the high unit.	1	445	\$445







Town of Arlington  
Town Hall and Annex





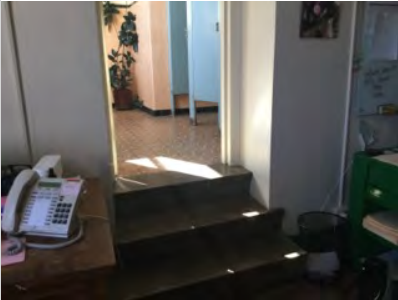
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
43	Town Hall, Route to Auditorium	1		Interior Access Route	N/A		Obstructed by protruding objects	52.5"	Relocate defibrillator.	1	128	\$128
Access to Goods and Services												
44	Town Hall, Treasurer	1		Service Counter	N/A		Counter > 36" high	42"	Provide a counter that is 36" max. above the ground or finished floor.	1	440	\$440
45	Town Hall, Treasurer	1		Doors, Doorways, & Gates	Other		Mat not securely attached	-	Secure the mat.	1	Labor	\$0
46	Town Hall, Treasurer	1		Service Counter	N/A		Counter > 36" high	46"	Provide a counter that is 36" max. above the ground or finished floor.	1	440	\$440
Toilet & Bathing Rooms												
47	Town Hall, Women's Toilet Room	1		Toilet Compartment	Accessible Compartment		Clearance at toilet < 60" clear width	-	Relocate table out of clear width required at the toilet.	1	Labor	\$0







Town of Arlington  
Town Hall and Annex

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Best Practice												
48	Town Hall, Women's Toilet Room	1						-	In the toilet rooms on Level 1 of Town Hall, toilet paper dispensers are not provided and toilet paper rolls are located on a shelf. Consider providing toilet paper dispensers, as grabbing and using the toilet paper roll would require grasping and fine motor skills.	1		\$0
Access to Goods and Services												
49	Annex, Stair at Main Entrance (Levels 1-3)	1-3		Stairways	Interior		Handrail height < 34" or > 38" Handrail not provided on both sides Handrails do not extend 12" from stairs Handrails not continuous where required	32" - -	Provide a continuous handrail. Ensure it is 34"-38" high above the floor. Ensure extensions are provided - Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure handrails extend to one tread depth beyond the last riser. Handrail is not provided on both sides, but the route is so narrow, a second handrail is not recommended.	1	2220	\$2220
Additional Access												
50	Throughout Building	1-3		Fire Alarms			No visible fire alarm provided within room	-	When fire system is updated, ensure that a visible fire alarm is installed in each room.	16+	346	\$5536
Access to Goods and Services												
51	Annex, Conference Room	2		Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	25"	Provide at least 1 work surface with 27" min. knee and toe clearance.	1	350	\$350





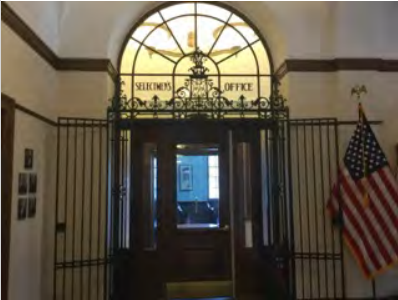
Town of Arlington  
Town Hall and Annex

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
52	Annex, Facilities /Event Office	2		Doors, Doorways, & Gates	Office		Mat not securely attached	-	Secure the rug.	1	Labor	\$0
Access to Goods and Services												
53	Annex, Inaccessible Entrance to Town Manager Purchasing Web Master	2		Doors, Doorways, & Gates	Office		Door requires > 5 lbs. of force to open	14 lbs	Adjust closer so door does not require more than 5 pounds of force to open.	1	Labor	\$0
54	Annex, Inaccessible Entrance to Town Manager Purchasing Web Master	2		Stairways	Interior		Minimum vertical clearance not provided	73"	Providing the 80" high vertical clearance minimum may be technically infeasible.  Consider adding signage that says, "Low Headroom" or, "Low Ceiling".	1	116	\$116
Access to Goods and Services												
55	Annex, Office of Town Manager Purchasing Web Master	2		Interior Access Route	N/A		Route < 36" wide	27"	Ensure that a clear width of 36" min. is maintained at the accessible route.	1	Labor	\$0
Toilet & Bathing Rooms												
56	Annex, Toilet Room in Facilities/Event Office	2		Overall Access	Toilet Room		Not on an accessible route Accessible plumbing fixtures or stalls not provided	- -	Provide a directional sign to an accessible toilet room.	1	116	\$116

Town of Arlington  
Town Hall and Annex






ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
57	Annex, Town Manager Purchasing Web Master Toilet Room	2		Signage	Designation		Directional sign to access. toilet not provided	-	Provide a sign indicating the location of the nearest accessible toilet room.	1	116	\$116
Best Practice												
58	Balcony, Town Hall, Auditorium	2							Best Practice: In the balcony, install textured rubber caps on the stair nosings in a contrasting color and add hand holds wherever possible. Consider adding floor level lighting. Work with the Disability Commission to improve safety for visually impaired visitors to the balcony.	1		\$0
Access to Goods and Services												
59	Hearing Room and Auditorium	2		Signage	Designation		Raised characters not provided Braille not provided		Provide text with raised characters duplicated in braille at auditorium and hearing room doors.	4	116	\$464
Best Practice												
60	Town Hall, Auditorium Balcony, Directional Sign Denoting Route via Auditorium to the Annex Offices	2							Wayfinding: Consider providing a clearer permanent sign. Consider providing information about the accessible route to these offices (as this route narrows to 24" wide).	1		\$0

Town of Arlington  
Town Hall and Annex

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
61	Town Hall, Auditorium Balcony From Building Front	2		Doors, Doorways, & Gates	Assembly Space		If double-leaf door, neither compliant	28"	Ensure that at least the active leaf is at least 32" min. wide.  (Another option could be to install an automatic door opener that opens both leaves simultaneously.)	1	1683	\$1683
Access to Goods and Services												
62	Town Hall, Corridor Near Town Clerk and Registrar of Voters	2		Interior Access Route	N/A		Obstructed by protruding objects	18"	Provide a cane-detectable barrier at high drinking fountain.	1	445	\$445
Access to Goods and Services												
63	Town Hall, Lyons Hearing Room	2		Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	25"	Provide at least 1 work surface with 27" min. knee and toe clearance.	1	350	\$350
64	Town Hall, Lyons Hearing Room	2		Doors, Doorways, & Gates	Meeting Room		Mat not securely attached	-	Secure the rug.	1	Labor	\$0
Access to Goods and Services												
65	Town Hall, Select Board's Office and Hearing Room	2		Signage	Designation		Raised characters not provided Braille not provided	- -	Provide text with raised characters duplicated in braille.	1	116	\$116



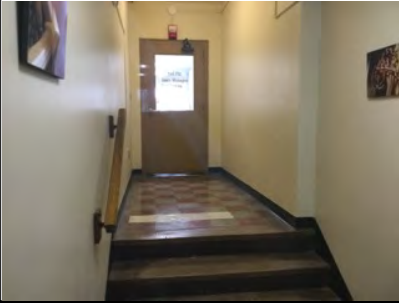




Town of Arlington  
Town Hall and Annex

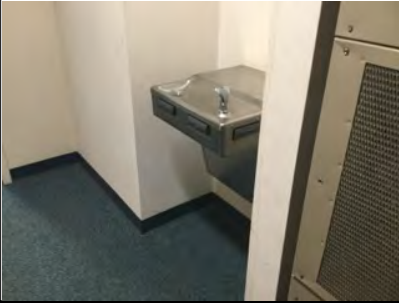




ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
66	Town Hall, Select Board's Office and Hearing Room	2		Service Counter	N/A		Counter > 36" high	42.5"	Provide a counter that is 36" max. above the ground or finished floor.	1	440	\$440
67	Town Hall, Select Board's Office and Hearing Room	2		Operable Parts	Other		Reach < 15" or > 48"(forward/side approach)	68.75"	Relocate texts on upper shelves between 15"-48" above finished floor.	1	Labor	\$0
Access to Goods and Services												
68	Town Hall, Town Clerk and Registrar of Voters	2		Signage	Designation		Raised characters not provided Braille not provided	- -	Provide text with raised characters duplicated in braille.	1	116	\$116
69	Town Hall, Town Clerk and Registrar of Voters	2		Service Counter	N/A		Counter > 36" high	40"	Provide a counter that is 36" max. above the ground or finished floor.	1	440	\$440
Access to Goods and Services												
70	Town Hall, Auditorium	2		Assembly Area	N/A		Assistive listening devices not provided	620	If audible communication is integral to the use of the space, provide an assistive listening system.	1	6250	\$6250







Town of Arlington  
Town Hall and Annex

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
71	Town Hall, Auditorium Balcony	2		Assembly Area	N/A		Designated aisle seats < 5%	80	At least 5% of the total number of aisle seats provided must be identified by a sign or marker and have folding or retractable armrests.	4	450	\$1800
72	Town Hall, Auditorium Balcony	2		Assembly Area	N/A		Number of seats Number of designated wheelchair spaces Minimum # wheelchair spaces not provided	262 0 -	For the short-term, ensure 5 accessible spaces and companion seating are provided on the first floor. For the long-term, undertake a feasibility study about providing 5 accessible spaces alongside fixed seats in the balcony.	5	TBD	\$0
Best Practice												
73	Annex, Inaccessible Stepped Entrance to Town Manager Purchasing Web Master, and Human Resources	2 3							Stair: Consider providing a handrail on both sides.	2		\$0
Access to Goods and Services												
74	Annex, Egress Stairs	2, 3		Signage	Egress		Braille not provided Sign not located on the latch side of the door		Provide braille. Locate sign at permanent rooms alongside the door on the latch side.	2	116 Labor	\$232
Access to Goods and Services												
75	Annex, Inaccessible Entrance to Town Manager Purchasing Web Master and Human Resources	2, 3		Signage	Designation		Raised characters not provided Braille not provided		Provide text with raised characters duplicated in braille.	2	116	\$232





Town of Arlington  
Town Hall and Annex

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Additional Access												
76	Annex, Near Rear Elevator	3		Drinking Fountains	Low		No drinking fountain provided for standing users	-	Provide an additional drinking fountain for standing users or install a Hi-Lo drinking fountain.	1	2014	\$2014
Access to Goods and Services												
77	Annex, Personnel Office	3		Service Counter	N/A		Counter > 36" high	40"	Provide a counter that is 36" max. above the ground or finished floor.	1	440	\$440
Access to Goods and Services												
78	Annex, Toilet Room Across From Credit Union	3		Doors, Doorways, & Gates	Toilet Room		Maneuvering clearance(s) not provided	-	Provide an automatic door opener.	1	1530	\$1530
Toilet & Bathing Rooms												
79	Annex, Toilet Room Across From Credit Union	3		Single-User Toilet	N/A		Centerline < or > 18" (MAAB)	18.5"	Centerline is not compliant but is usable.	1	-	\$0
80	Annex, Toilet Room Across From Credit Union	3		Lavatory	N/A		Dispensers not within reach range	46", 51"	Relocate the soap dispenser and paper towel dispenser to 42" max. above the floor.	2	353	\$706

Town of Arlington  
Town Hall and Annex





ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
81	Annex, Toilet Room in Human Resources Department	3		Signage	Designation		. Sign not located on the latch side of the door Directional sign to access. toilet not provided	- -	Locate sign at permanent rooms alongside the door on the latch side. Provide a sign indicating the location of the nearest accessible toilet room.	1	Labor 116	\$116
Access to Goods and Services												
82	Annex, Veteran's Services	3		Doors, Doorways, & Gates	Office		Clear width at door < 32"	29"	Widen the door so that there is 32" min. clear width.	1	1683	\$1683
Access to Goods and Services												
83	Town Hall, Stairways by Stage	3		Stairways	Interior		Minimum vertical clearance not provided	62"	Providing the 80" high vertical clearance minimum may be technically infeasible.  Consider adding signage that says, "Low Headroom" or, "Low Ceiling".	2	116	\$232
Approach and Entrance												
84	Accessible Route to Front Entrance by the Sloped Walkway	Ext.		Exterior Access Route	Exterior		Level changes > 1/4"	-	Alter changes in level to be 1/4" high max. on the stone walkway.	1	Labor	\$0

Town of Arlington  
Town Hall and Annex

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Best Practice												
85	Exterior Route Improvement, Accessible Route Between the Town Hall and Annex	Ext.							Exterior Route Improvement: In order for a person who cannot navigate stairs to get into the Annex they must go outside the building and enter a different entrance. Consider providing a covered connector in this area.	1		\$0
Best Practice												
86	Exterior Route Improvement, Town Hall, Route Between the Front Entrance and Annex Entrance	Ext.							Exterior Route Improvement: Consider providing a clear and safe pedestrian walkway in the parking lot on the route between the main entrance to the Town Hall and west Town Hall entrance and Annex entrance.	1		\$0
Approach and Entrance												
87	Garden Walkway by Exit	Ext.		Exterior Access Route	Walkway		Surface openings > 1/2" Surface is not stable, firm, and slip-resistant		Repair deteriorated parts of the brick walkway. (Cost estimate for a 5' by 5' area.)	1	400	\$400
Best Practice												
88	Main Entrance, Town Hall	Ext.						32.5" -	Stairs: Consider providing compliant handrails at the main entrance 34"- 38" high above the ground; and providing handrail extensions.	2		\$0

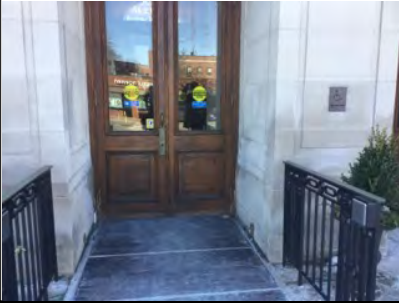




Town of Arlington  
Town Hall and Annex

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
89	Massachusetts Avenue Accessible Street Parking Space	Ext.		Exterior Access Route	Sidewalk		Curb ramp not provided Surface is not stable, firm, and slip-resistant Route not maintained in operable working condition		Provide a curb ramp by the parking space. Repair the brick and ensure that the accessible route is maintained in operable working condition.  (Cost estimate for re-leveling a portion of the brick sidewalk and for providing a concrete curb ramp.)	1	1675	\$1675
Best Practice												
90	Massachusetts Avenue Crosswalk by Main Entrance	Ext.							Detectable warnings are not provided on either side of the crosswalk directly in front of the main entrance on Massachusetts Avenue. Because it is not a state or federal road they are not required by the department of transportation, but It would be best practice to add them to alert blind and low vision pedestrians before they enter the street.	2		\$0
Approach and Entrance												
91	Staff Parking Lot	Ext.		Off-Street Parking Lot or Garage	N/A		Access aisle not compliant		Restripe space and access aisle to comply with standards. Current striping is irregular and the access aisle does not extend the full length of the space.	1	150	\$150
Approach and Entrance												
92	Staff Parking Lot	Ext.		Off-Street Parking Lot or Garage	N/A		Total # of parking Total # of designated accessible parking spaces Total # of designated van accessible spaces Sign not provided Sign does not have the designation "Van Accessible"	- 2 0 - -	Provide a sign with the bottom of the sign 60" min. above the ground and the top 96" max. above the ground. Add the designation "Van Accessible" to the sign located at the van accessible space.	1	500	\$500



Town of Arlington  
Town Hall and Annex

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
93	Town Hall, Main Accessible Entrance	Ext.		Entrance	Main Entrance		Clear width at door is < 32"	25"	Provide an automatic door opener that opens both leaves simultaneously.  (Cost estimate based on a new exterior automatic door opener.)	1	1350	\$1350
Best Practice												
94	Town Hall, Main Entrance	Ext.							Wayfinding: The accessible route to the main entrance is not clear from the front of the building (It is located to the side behind a bike rack). Provide a directional sign at the base of the stair directing people to the accessible route on the west side.	1		\$0
Approach and Entrance												
95	Town Hall, Main Entrance Accessible Route	Ext.		Exterior Access Route	Walkway		Surface openings > 1/2" Cross slope > 1:50 (2.00%) Level changes > 1/4" Route not maintained in operable working condition	- 3.4% - -	Renovate accessible route to main entrance to ensure that cross slopes do not exceed 1:50 (2.00%) and openings and level changes are not present. (Cost estimate is for an 80' long concrete walkway.)	1	1840	\$1840

# Whittemore Robbins House



## Town of Arlington ADA Transition Plan

November 2019



Institute for Human Centered Design

200 Portland Street, Boston, MA 02114  
www.IHCDesign.org • info@IHCDesign.org  
617-695-1225 voice/tty

# Whittemore Robbins House

Year Built: 1799                      Year Renovated: 1995

## Background

The Whittemore Robbins House is a restored 1800s Colonial mansion located at 670R Massachusetts Avenue that can be rented out for special occasions and parties including weddings, anniversaries, christenings, bar/bat mitzvahs and graduations. The property contains a spacious side yard and adjacent Olmstead designed garden (capacity up to 250). The house holds up to 60 guests seated at tables or 100 guests maximum. The house is three stories and there is one accessible entrance with minor accessibility issues. A parking lot with 24 spaces is provided on the site. The parlors, dining room, central stair hall and cupola were restored to reflect the Federal and Colonial Revival heritage of the house in 1993. In 1995 the house was renovated to address accessibility. The house has been refurbished for office use and as a function facility. Today, the Arlington Youth Consultation Center (AYCC), located on the third floor, shares the house with the offices of the Arlington Historical Commission, located on the second floor.

## Key Accessibility Issues

- Exterior Access Routes  
The route to the accessible entrance is deteriorated and in need of maintenance.
- Parking Lot  
The parking lot lacks a compliant van-accessible parking space.
- Doors  
Some doors lack compliant hardware that can be operated with a closed fist.
- Interior Access Routes  
There is no accessible route to the second and third floors or the porch, but it appears it may be technically infeasible to provide

- vertical access. The current use of the second and third floor is leased space but the Town should be mindful that they cannot in the future offer any Town programs or services within the building on the inaccessible floors. Currently, in order to achieve program access, the AYCC conducts therapy sessions on the accessible level for individuals who cannot negotiate stairs. In the 1990s the Town obtained a variance from the Massachusetts Architectural Access Board for use of the upper floors for counseling.
- Dining and Work Surfaces  
An accessible picnic table is not provided on an accessible route outside. The meeting room table lacks adequate knee and toe clearance.
- Toilet and Bathing Rooms  
Toilet rooms on the first floor have minor accessibility issues including pipes that are not wrapped to prevent contact, mirrors located higher than 40 inches above finished floor and toilet flush controls not located on the open (transfer) side.
- Playground  
There is no accessible route to and around the playground.
- Additional Accessibility Issues
  - Some designation signage in the building lacks braille and raised characters or is not provided at permanent spaces.
  - Exit doors throughout the building lack tactile signs.
  - No drinking fountain is provided for standing users on the first floor.
- Order of Magnitude Cost Estimates**
  - Repair the route to the accessible entrance: \$ 1,687
  - Provide a van-accessible parking space: \$400
  - Provide compliant egress signage: \$464
  - Provide door hardware that is operable with a closed fist: \$968
  - Provide compliant designation signage: \$696

Whittemore Robbins House

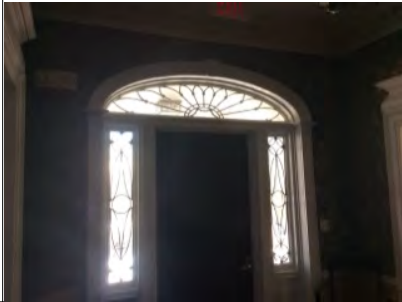
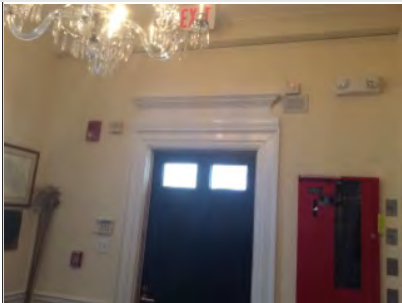
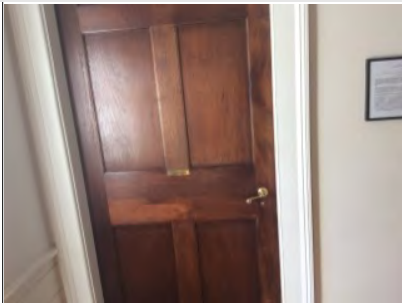

- Provide one (1) compliant dining surface and one (1) compliant work surface: \$1,200
- Renovate toilet rooms: \$361
- Provide a drinking fountain for standing users: \$2,014
- Provide an accessible route to and around the playground: \$10,785

**Total: \$ 18,575**



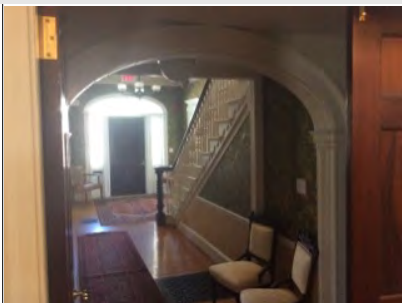
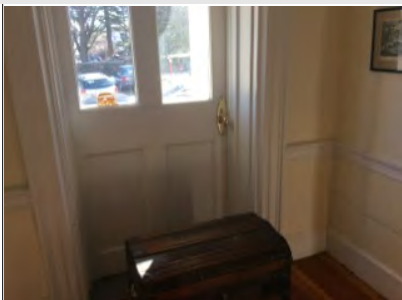
**Best Practice and Inclusive Design**

- Consider providing an accessible route to one bench and providing a level space beside the bench so that a wheelchair user can sit alongside someone seated on the bench.

Town of Arlington  
Whittemore Robbins House


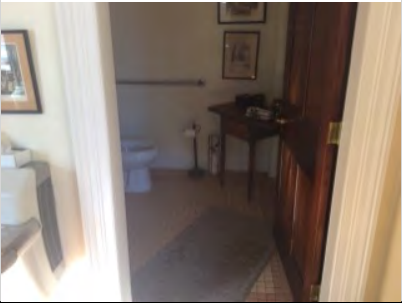


ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
1	Emergency Exit	1		Means of Egress	N/A		Tactile exit sign not provided	-	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above finish floor located on the latch side of the door.	1	116	\$116
Access to Goods and Services												
2	Front Entrance	1		Means of Egress	N/A		Tactile exit sign not provided	-	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above finish floor located on the latch side of the door.	1	116	\$116
Access to Goods and Services												
3	Front Service Desk, Toilet Room	1		Signage	Designation		Not provided		Locate signage alongside the door on the latch side.	1	116	\$116
Toilet & Bathing Rooms												
4	Front Service Desk, Toilet Room	1		Lavatory	N/A		Plumbing underneath is exposed		Insulate or otherwise configure pipes to prevent contact at lavatory.	1	46	\$46

Town of Arlington  
Whittemore Robbins House

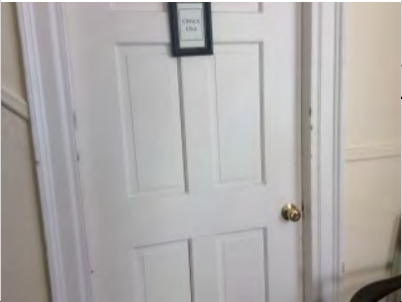
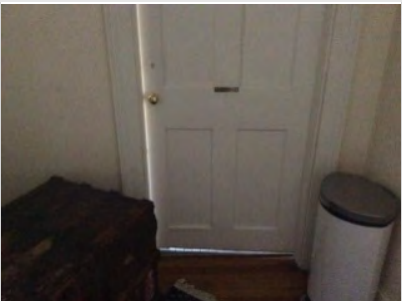
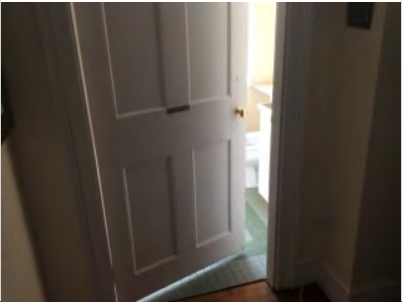
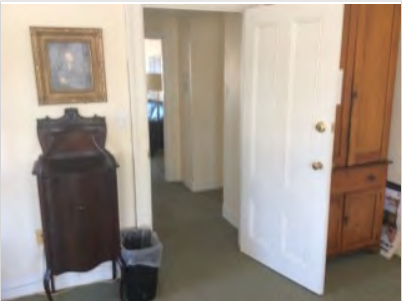
ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
5	Front Service Desk, Toilet Room	1		Single-User Toilet	N/A		Flush control not on open side	-	Relocate the flush control to the open side.	1	187	\$187
Access to Goods and Services												
6	Meeting Room	1		Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	24"	Provide at least 1 work surface with 27" min. knee and toe clearance.	1	500	\$500
Access to Goods and Services												
7	Route To Main Entrance	1		Interior Access Route	N/A		Obstructed by protruding objects	77"	It may be technically infeasible to address this low clearance.	1		\$0
Access to Goods and Services												
8	Side Exit	1		Means of Egress	N/A		Tactile exit sign not provided	-	Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above finish floor located on the latch side of the door.	1	116	\$116




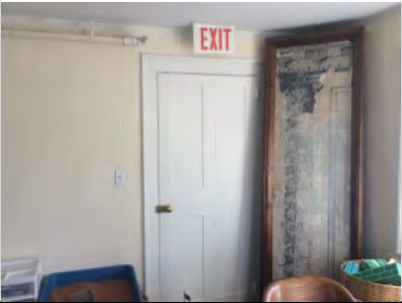
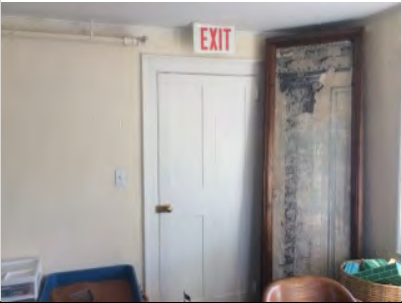

**Town of Arlington  
Whittemore Robbins House**

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Additional Access												
9	Side Exit, Drinking Fountain	1		Drinking Fountains	N/A		No drinking fountain provided for standing users	-	Provide an additional drinking fountain for standing users.	1	2014	\$2014
Access to Goods and Services												
10	Side Exit, Toilet Room	1		Signage	Designation		Not provided	-	Locate signage alongside the door on the latch side.	1	116	\$116
Toilet & Bathing Rooms												
11	Side Exit, Toilet Room	1		Single-User Toilet	N/A		Clearance at toilet < 72" clear depth	-	Relocate furniture to provide clear floor space that is 72" deep min. at the toilet.	1	Labor	\$0
12	Side Exit, Toilet Room	1		Lavatory	N/A		Mirror above lavatory w/reflective surface > 40"	50"	Lower mirror so that the bottom surface is at 40" max. above finish floor.	1	128	\$128





Town of Arlington  
Whittemore Robbins House

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
13	Offices 1 & 2	2		Signage	Designation		Raised characters not provided Braille not provided Sign not located on the latch side of the door	-	Provide text with raised characters duplicated in braille. Locate sign at permanent rooms alongside the door on the latch side.	1	116	\$116
Access to Goods and Services												
14	Toilet Room	2		Doors, Doorways, & Gates	N/A		Hardware not operable with a closed fist		Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	242	\$242
15	Toilet Room	2		Signage	Designation		Not provided	-	Locate signage alongside the door on the latch side.	1	116	\$116
Access to Goods and Services												
16	Counseling Room	3		Doors, Doorways, & Gates	Other		Hardware not operable with a closed fist		Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	242	\$242





Town of Arlington  
Whittemore Robbins House

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
17	Counseling Room 2	3		Signage	Designation		Raised characters not provided Braille not provided Sign not located on the latch side of the door	-	Provide text with raised characters duplicated in braille. Locate sign at permanent rooms alongside the door on the latch side.	1	116	\$116
Access to Goods and Services												
18	Counseling Room Emergency Exit	3		Doors, Doorways, & Gates	Emergency Egress		Hardware not operable with a closed fist	-	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	242	\$242
Access to Goods and Services												
19	Emergency Exit 3rd Floor Counseling Room	3		Means of Egress	N/A		Tactile exit sign not provided		Ensure tactile exit signs with raised characters and braille are provided at exit doors. Mount signs between 48"- 60" above finish floor located on the latch side of the door.	1	116	\$116
Access to Goods and Services												
20	Toilet Room	3		Signage	Designation		Not provided	-	Locate signage alongside the door on the latch side.	1	116	\$116

Town of Arlington  
Whittemore Robbins House

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Access to Goods and Services												
21	Toilet Room	3		Doors, Doorways, & Gates	Toilet Room		Hardware not operable with a closed fist	27"	Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	242	\$242
Approach and Entrance												
22	Accessible Space	Ext.		Off-Street Parking Lot or Garage	Visitor		Total # of parking Total # of designated accessible parking spaces Total # of designated van accessible spaces Access aisle < 96" wide at van space Sign not provided	24 1 0 50" -	Convert the existing accessible space into a van accessible space. Provide a marked access aisle that is at least 96" wide. Provide a sign with the bottom of the sign 60" min. above the ground and the top 96" max. above the ground. Ensure the sign has the designation "Van Accessible."	1	400	\$400
Best Practice												
23	Grass Area by Rear Exit	Ext.							Consider providing accessible tables in this area.	1		\$0
Play and Sport Areas												
24	Playground	Ext.		Play Areas	N/A		Accessible route not provided to ground level play components		Ensure an accessible route is provided to one of each type of ground level play components. Cost estimate for 25-foot long stone dust route to the playground and 750-square-foot poured in place rubber surface at playground structure.	1	10785	\$10785

Town of Arlington  
Whittemore Robbins House

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Best Practice												
25	Playground Area	Ext.					No accessible route to 20% of benches	-	Consider providing an accessible route to one bench and providing a level space beside the bench so that a wheelchair user can sit alongside someone seated on the bench.	1		\$0
Access to Goods and Services												
26	Rear Exit	Ext.		Doors, Doorways, & Gates	Emergency Egress		Threshold > 1/2" high	9"	It may be technically infeasible to provide access to this porch because of the limited space.	1		\$0
Access to Goods and Services												
27	Rear Exit Porch	Ext.		Dining or Work Surfaces	Dining Surface		At least one or 5% accessible tables not provided Not on a accessible route	- 4	Provide an accessible picnic table on an accessible route.	1	700	\$700
Approach and Entrance												
28	Route to the Accessible Entrance	Ext.		Exterior Access Route	Walkway		Surface is not stable, firm, and slip-resistant	-	Repair deteriorated boards on the accessible route.	1	1687	\$1687





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## **Town of Arlington, Massachusetts**

**New Business**



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## **Town of Arlington, Massachusetts**

**Adjournment (J. Thielman)**



## **Town of Arlington, Massachusetts**

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**Submitted by Jeff Thielman**